HEWLETT PACKARD

Word for Windows Guide–The Basics

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Word for Windows Guide—The Basics

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In This Book

The *Word for Windows Guide* is a supplementary reference that contains the basic procedures you need to work with Microsoft Word. It is intended as a compact reference that you can easily carry with you when working away from your office or home. While the *Word for Windows Guide* contains an extensive number of tasks, not every feature is described here. This guide is intended to complement your Word for Windows documentation rather than replace it. And remember, all of the procedures you need to work with Word for Windows are described in online Help.

To help you learn and use Word efficiently, this manual is organized by tasks, beginning with the most common word-processing tasks, and moving on to more advanced Word features. You should understand Windows fundamentals before you begin working with Word. If you need a quick review, you can refer to chapter 5, "Using Windows," in the *Operating Guide* or chapter 2, "Using Microsoft Windows on Your OmniBook," in the *Quick Start Guide*.

If you'd like to have the original *Microsoft Word for Windows User's Guide*, you can order it using the form included in the OmniBook *Quick Start Guide*.

Finding Other Learning Sources

After you've worked with Word for Windows for a while, you may find that you'd like to explore additional learning or reference materials. A partial list of books follows, with subjects ranging from introductory to advanced. For a comprehensive look at the many books published about Microsoft Word for Windows, contact your local bookstore or library.

For introductory material, see:

- *Easy Word for Windows*, by Shelly O'Hara (Que, 1992).
- *A Quick Course in Word for Windows*, by Steve Lambert and Joyce Cox (Online Press Incorporated, 1992).
- *The First Book of Word for Windows 2*, by Sandra Eddy and John E. Schnyder (Sams, 1992).

For quick reference material, see:

- *10 Minute Guide to Word for Windows 2*, by Peter G. Aitken (Sams, 1992).
- *Word for Windows Quick Reference*, by Trudi Reisner (Que, 1992).

For comprehensive material, see:

- *Microsoft Word for Windows User's Guide*. The official Word for Windows manual. You can order this manual using the form included in the OmniBook *Quick Start Guide*.
- *Mastering Microsoft Word for Windows, Version 2.0*, by Michael J. Young (Sybex, 1992).

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1

Putting Word to Work

Putting Word to Work

In This Chapter

Microsoft Word is a powerful word-processing program with features that make it easy for you to create all kinds of documents. However, as with anything that's rich with possibilities, you sometimes can't immediately see all that's there. Whether you learn by experimentation, by reading, or from a friend or colleague, it takes time to explore Word's versatility. Sometimes, the first methods you learn become habits, even though there may be more efficient ways to accomplish your tasks.

This chapter provides a quick overview of some of the most important features in Word. You'll see examples of techniques you'll want to try right away, and others you'll file away to use later when you are more familiar with Word.

Microsoft Word for Windows 2.0c on the OmniBook has several additions and deletions compared to Microsoft Word for Windows 2.0c for PCs. For a summary of the differences, see chapter 12 in the OmniBook *Operating Guide*.

Getting Help

Remember, when working in Word, you can get help quickly, at any time, by pressing (F1). When the Help window appears, you can display the procedure for a particular task, get a definition for a term you don't understand, or see information about any Word command.

To get help about online Help

1. From the Help menu in Word, choose Help Index.
2. In the Word Help window, press (F1).
   -or-
   From the Help menu choose How to Use Help.
3. From the list of How to Use Help topics, choose the information you want to see.

Overview of Word Documents

To illustrate how you can use Word features to enhance your own work, the following section highlights several typical kinds of documents, including the following:

- A business letter and memo.
- A business report.
- A book or long document.
- A brochure and newsletter.

These examples illustrate how Word can work for you. As you learn the features shown here, you can apply them to other types of documents. For example, you can insert a graphic into any kind of document using the same easy method you use to insert a company logo into a business letter. For details about the features introduced here, see the chapter mentioned at the end of each feature.

Business Letters and Memos

Include your company logo and address.

Create business letters and memos.

Automatically add bullets or numbers to any list.

Blue Sky Airlines
100 NW Runway Drive
St. Paul, Minnesota

March 17, 1993

Deanne Tanner
236 Promotion Place
Champagne, New York 12345

Dear Deanne Tanner:

As I'm sure you are aware from
abroad Blue sky Airlines, we pr
magazine for our passengers to
the marketing representative fo
am inviting you to be our Sprin

Our booking agents tell us that
company of Vinne, the pet fron
show. Would you be willing to
pose for some photos, preferabl
to publish this story in our fifth
of the magazine.

If you agree to be a Spotlight P
two complimentary, round-trip
Sky flies, as well as four, first-c
any flights during the coming y
our special tour packages offer
to Spotlight Passengers.

Encyclopedia International

Specialty Book Division
6767 A Street

TO: Peter, Isabelle, Anita
FROM: Adam
SUBJECT: Holiday Promotions
DATE: March 19, 1993

Congratulations!

Your store has been selected for the second edition of our guide to the best sporting goods stores in the world. The author and our team of sixty adventurers have just completed an extensive process of evaluating over 160 stores not listed in our first edition.

- Your store has been ranked #56 in the sporting goods store category.
- Your review will be included in the hiking section of our guide.
- I've enclosed 4 tickets to the satellite broadcast of our new film on outdoor adventure for you to distribute to your employees.

Sincerely,

Ellen Martin

Do you often create the same type of memo or letter?

Create a template. If you often create documents that are similar in layout and format, you can create a *template* to save the document as a form. You can then use the template repeatedly without changing the original.

See chapter 8, "Making the Most of Word."

Do your letters often include the company logo and address?

Store items you want to use again. You can use the *glossary feature* to store text and graphics so you can add them to any document. For example, when creating a new business letter, you can select an address you saved in the glossary and insert it into the letter.

See chapter 8, "Making the Most of Word."

Do you want an easy way to create bulleted lists?

Let Word insert the bullets automatically. It's often useful to break out key points and put a bullet in front of each item for emphasis. It can be tricky, though, to insert a bullet and get the second line of text to line up under the first. You can simplify this task with the Bullets And Numbering command.

See chapter 3, "Formatting Basics."

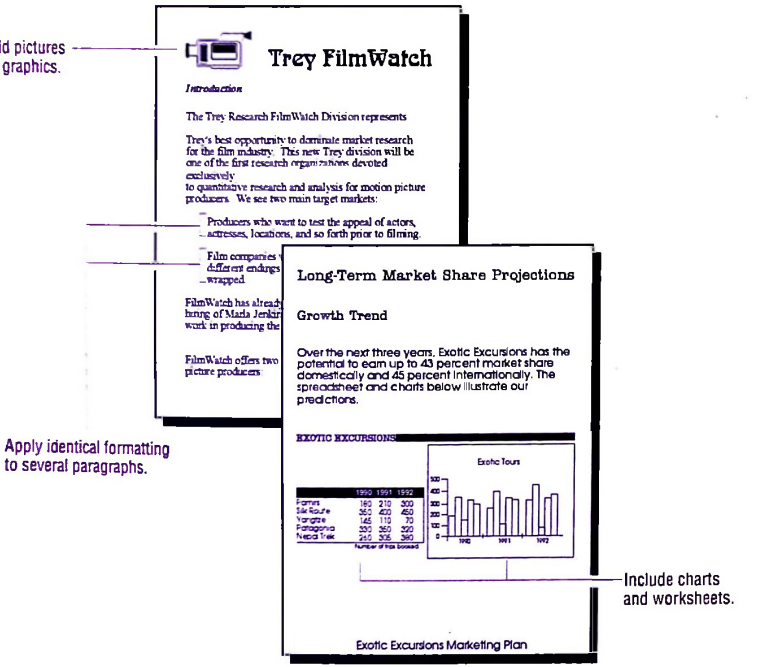
Do you prefer choosing commands with the mouse?

Click the Toolbar. Choosing commands you frequently use is easy with the Toolbar. The Toolbar, located just below the menu bar, displays a row of buttons for commands that you can choose without hunting through menus or trying to remember a key combination. For example, by choosing the Print button, you can immediately print one copy of the active document without displaying the Print dialog box. If there are commands on the Toolbar that you do not use frequently, you can replace those commands with others that better fit your needs.

The Toolbar

See chapter 8, "Making the Most of Word."

Articles and Business Reports



Do you want to apply the same formatting to many paragraphs?

Save your formats in a style and apply them all at once. Paragraphs in a document often require the same look. The text in a report may require a certain font, tab settings, and justification. Applying this formatting to each paragraph can be tedious. You can save time by saving formatting as a *style*. Give the style a unique name, and then, using that name, *apply* the style any time you need that formatting.

See chapter 3, "Formatting Basics."

Do you want to include pictures or graphics?

Import a graphic. You can include pictures from most graphics applications by opening the picture in its application, copying it to the Windows Clipboard, and pasting it into Word. Once in Word, you can position the graphic, size it, crop it, and have text flow around it.

See chapter 10, "Sharing Data with Other Applications."

Do you need to show worksheets or charts in your documents?

Link up with Microsoft Excel. You may have charts or worksheets in Microsoft Excel that would enhance a business report. You can include a worksheet or chart in Word while retaining its link to Microsoft Excel. When linked, the worksheet or chart appears in your Word document while remaining connected to the original information. If the worksheet or chart changes in Microsoft Excel, you can update the chart in Word with one keystroke.

See chapter 10, "Sharing Data with Other Applications."

Books and Long Documents

Reorganize your outline headings to restructure an entire document.

Formatting with Styles
- Getting Started with Styles
  - Creating a Style
    - To display the ruler
    - To create a style based on a formatted paragraph
  - Applying a Style
    - To apply a style with the ruler
    - To apply a style from the keyboard
  - Changing the Format of a Style
    - To redefine the format of a style

Correct a misspelled word automatically.

Formatting wiht Styles

Suppose you've spent a few minutes formatting a paragraph to look the way you want. You've changed the font and point size, made the text italic, indented the paragraph to set it off from the other text, and applied borders. Now you want to number of other paragraphs in

itting Started with Styles

ou've already formatted a few documents, most of the rk is already behind you. Now all you have to do is re each combination of formats you want to use again.

- Create a style based on a formatted paragraph in your document.
- Apply the style to other paragraphs.
- Change the format of a style.

eating a Style

e easiest way to create a style is to select a paragraph u've formatted to look the way you want. Then use the le box on the ruler to assign a name to that combination of mats.

ord defines the style to have all of the paragraph formats plied to the selected paragraph, including borders, ading, and the paragraph's position in the page layout. ord bases the character formats defined for the style on a format of most text in the paragraph. For example, if st text is 10-point Times and only a few words are italic, ord defines the style character format as 10-point Times. most or all of the paragraph is also italic, Word includes lic as a character format for the style.

Create a table of contents with a single command.

Table of Contents

Formatting with Styles 1
Getting Started with Styles 1
Creating a Style 1
To display the ruler 1
To create a style based on a formatted paragraph 1
Applying a Style 2
To apply a style with the ruler 2
To apply a style from the keyboard 2
Changing the Format of a Style 3

Do you often reorganize large sections of documents?

Use Outline view to simplify the task. It can be time-consuming and confusing to change the structure of a large complex document by cutting and pasting chunks of text throughout the document. The structure of large documents can also be hard to visualize. Using Outline view, you can choose to see only the document headings so you can concentrate on the structure of your documents. To restructure the document, you only need to move a heading to move all its associated text to a new location.

See chapter 7, "Outlining."

Do you want to check for typos and misspelled words?

Check the spelling in your document. Checking for spelling or typographical errors is an important part of polishing your work. The spelling feature in Word can proof your document before you print it. You can add special words or terms that you use often to the dictionary, including proper nouns, special terminology, and other words that Word might not recognize.

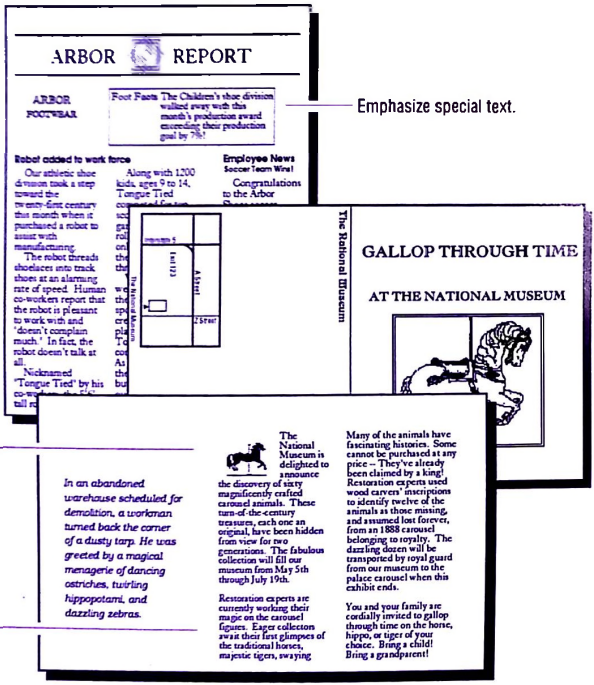
See chapter 2, "Editing Basics."

Do you want to add a table of contents?

Compile tables of contents automatically. You don't have to take the time to type a table of contents for your report when Word can generate it for you, complete with page numbers. After marking the headings in your document, you can generate a table of contents that is inserted at the beginning of your document. If you make changes to the document, just choose the command again to update.

See chapter 9, "Adding the Finishing Touches."

Brochures and Newsletters



Emphasize special text.

Flow text around a graphic.

Format side-by-side columns.

Do you want text to flow around graphics?

Use frames to position graphics. When you paste a graphic in Word, the graphic usually moves on the page to accommodate changes you make to the text. By placing the graphic inside a *frame,* Word anchors a graphic at a specific location on a page, so that changes made to the text flowing around it will not change the position of the graphic.

See chapter 10, "Sharing Data with Other Applications."

Do you want a simple way to emphasize special text?

Add a border or shading. When you need to make some text stand out, add a border or apply some shading. One paragraph may require a simple box border, while a table would stand out with 10-percent shading. Still another may use both a border and shading.

See chapter 3, "Formatting Basics."

Do you want to format side-by-side columns of text?

Place them in columns or tables. Word provides two ways to place more than one column of text on a page: columns and tables. Text in newspaper-style columns flows from the bottom of one column to the top of the next. Tables provide more precise positioning across rows of columns. The method you use depends on the amount of control you need. For example, for a three-column brochure, newspaper-style columns work best; to show a comparison in a report, use a table.

See chapter 5, "Designing Your Layout," and chapter 6, "Building Tables."

Do you need a closer look at your document?

Scale the view. If you've ever tried to type and edit in a small, hard-to-see font size, you know it can be hard on your eyes. By magnifying or *zooming* in on your view of a document, you can magnify a document up to 200 percent of its size. The zoom feature affects only the screen display and does not change the look or size of the printed document.

See chapter 4, "Printing and Viewing Files."

2

Editing Basics

Editing Basics

In This Chapter

This chapter presents the skills and concepts that you need to create, edit, and proof your files. It includes some of Word's most basic editing functions, such as inserting or selecting text—and it discusses some of the more advanced editing features, like searching for and replacing text, and checking spelling. In this chapter you'll learn how to

- Start Word and display a document on your screen.
- Create and open files.
- Type and edit text.
- Save your work for future use.
- Proof a document for spelling errors.

Is This Chapter for You?

If you're new to the Windows operating environment

You should understand Windows fundamentals—using the mouse, working with windows, and opening and closing files—before you begin your work with Word. If you need a quick review, you can refer to chapter 5 in the *Operating Guide*, "Using Windows" or chapter 2 in the *Quick Start Guide*, "Using Microsoft Windows on Your OmniBook."

If you're new to Word for Windows

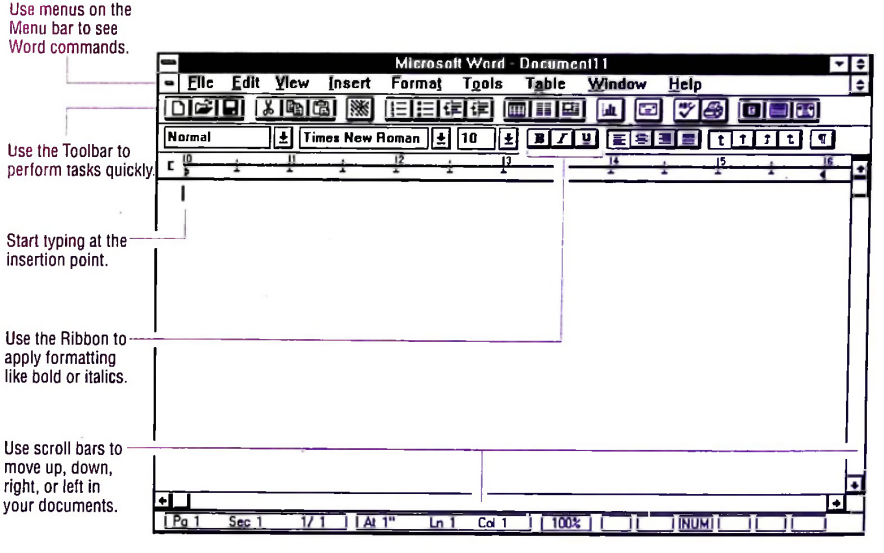
The techniques and features presented in this chapter are those you'll use most often when creating, editing, and proofing files. If you have never used Word before, you may want to review chapter 3 in the *Quick Start Guide*, "Writing Documents with Word" before continuing.

Getting Started

You start Word just like any other built-in OmniBook application—using the Fn key together with a function key. You can use the Fn + function key combination even if you're in another OmniBook application. This section shows you how to start Word and gives you a quick tour of the Word workplace.

To start Word on your OmniBook

- Press Fn+F1
  –or–
  From Program Manager, double-click the Word icon.



Managing Your Files

Before you can work on a file, you must open it—that is, display it on your screen. You can then type and edit text, change its appearance, and print it. To preserve your work, you save the file. This section provides step-by-step procedures for managing your files, including the following tasks:

- Creating files.
- Opening one or more files.
- Switching between open files.
- Finding files.
- Opening non-Word files.
- Protecting your work and saving files.
- Copying and deleting files.

New File button

To create a new file

You can create a new file at any time while you're working in Word. The fastest way to create a new file is to use the Toolbar button.

- Click the New File button on the Toolbar.

  Word opens a new document with a temporary name (*Document*) and number, for example, *Document1*. You can simply start typing your text now. When you close the file (or exit the application), Word prompts you to save and name it. Be sure to save your file to avoid losing your work.

Open File button

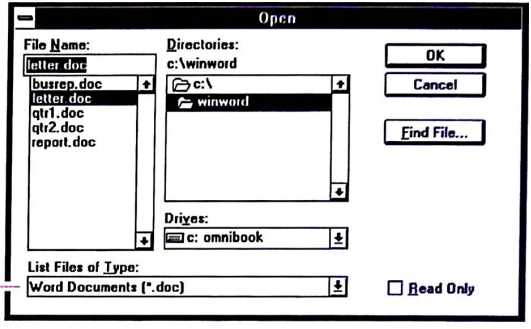
To open an existing file

1. Click the Open File button on the Toolbar.
2. In the File Name box, type or select the name of the file you want to open.

   If you do not see the name of the file you want, select a new drive or directory, or select a new file type.

3. Choose OK to open the file you selected.

This Open dialog box lists files in the c:\winword directory with a .doc extension.



You can select a new file type from this list.

Hint

You can also quickly open any of the last four files you worked on—their names appear at the bottom of the File menu. Just open the File menu and choose the file you want to open.

To open several files at once

1. From the File menu, choose Find File.
2. While holding down (Ctrl), click each file you want to open.

   If you make a mistake, hold down (Ctrl) and click any selected file to remove the highlight bar. If the files you want to open are listed consecutively, you can select them more quickly by clicking the first file and, while holding down (Shift), clicking the last file in the sequence. Word selects all of the files between these two points.

3. Choose Open to open the files.

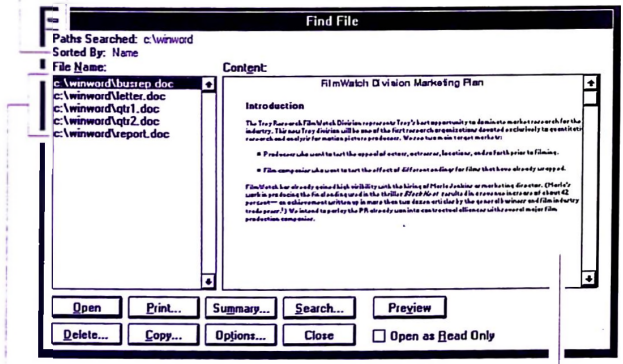
If you don't see the files you want to open, you can have Word search for them. See the procedure "To find a file" on page 2-6.

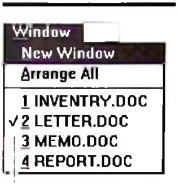
To find files

If you want to find and list files from different directories, you can ask Word to search for them with the Find File command. With Find File, you can learn a file's location, display its contents, and view other information about the file without opening it. You can also perform file-management tasks such as *opening*, *printing*, *copying*, and *deleting* by selecting these options.

1. From the File menu, choose Find File.
2. If the files you want are not displayed, choose Search.
3. Under Location, specify the drives and directories you want to search.

   You can add to the search path by choosing Edit Path and then selecting additional directories.
4. Fill in any other search criteria you want to use to narrow the search.
5. Choose Start Search to find the files in the location you specified.





Active document

To switch between open files

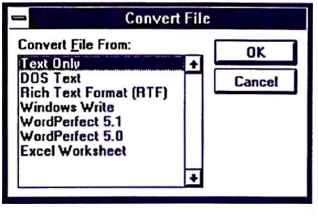
Although you can have many files *open* at one time, only one is *active* at any given time. An active file is displayed in the workplace and contains the Word insertion point. Before you can work on a file, you must first make it active.

- From the Window menu, choose the *open* file you want to work in.

To open a non-Word file (or earlier Word version)

You may want to edit a file that you created with an application other than Word, or with an earlier version of Word. Word makes a working copy of the file and converts it to Word format. Word automatically converts Word for Windows 1.0 files for you. If you're converting an MS-DOS Word file, you'll need to first convert it with Word for Windows on your PC, or save it with another word-processor as *Text Only*.

1. From the File menu, choose Open.
2. In the File Name box, type or select the file you want to open.
3. Choose OK to display the Convert File dialog box. Word always selects a suggested file format. If the suggested format in the Convert File From box is not correct, select another format from the list.

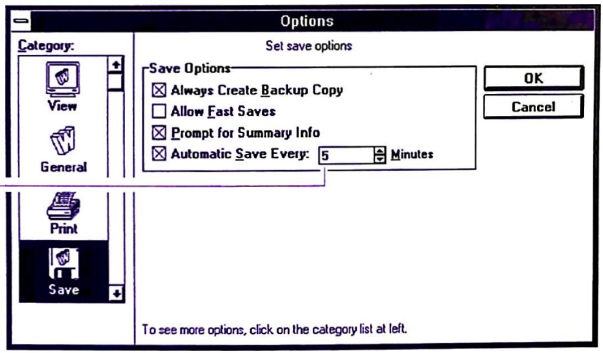


4. After selecting a file type from the list, choose OK to open the file.

To protect your work

Word has two Save options that automatically save and backup your files. The Automatic Save feature saves files at a specified interval and the Always Create Backup Copy creates a copy of your file with the .BAK extension each time you save your file. If you should accidentally delete or change your file, you can always recover the backup copy.

1. From the Tools menu, choose Options.
2. In the Category box, select Save.
3. Under Save Options, select the options you want and choose OK.



Your work will be saved every 5 minutes.

Word has two other Save options—Allow Fast Saves and Prompt for Summary Info. If you choose Allow Fast Save, Word saves only the changes you've made since the last save, rather than the entire file. If you select the Prompt For Summary Info option, Word automatically displays the Summary Info dialog box when you save a file. If you clear this option, you can choose Summary Info from the File menu when you want to enter this information.

Save File button

To save a file

To protect your work, you should periodically save your file.

- Click the Save File button on the Toolbar.

  Word saves the active file with its current name. If you have not named the file, Word displays the Save As dialog box so you can name it. Word automatically adds the default .DOC extension for you. Word also displays the Summary Info dialog box. You can type information in the box, or choose OK to continue without adding summary information.

To save a file in Word format

If you have opened a file that was created with a different word-processing application and want to save it for future use in Word, you can easily change the file format to Word format. Then you won't need to convert the file each time you open and work on it.

1. From the File Menu, choose Save.
2. Choose Yes to overwrite the original format with Word format.
3. If prompted, type the summary information you want to save.
4. Choose OK to save the file in Word format.

To save a file in a non-Word format

You can save a Word file in a format other than Word—for example, as a text-only file.

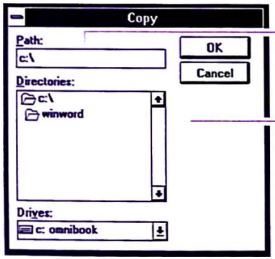
1. From the File menu, choose Save As.
2. In the File Name box, type a new name for the file.
3. In the Save File As Type box, select the file format.
4. Choose OK to save the file.

It is a good idea to save your file in Word format until you've finished working on it. Wait to convert it to another format until you're ready to open it in another application.

To copy a file

1. Find the file you want to copy, as described on page 2-6.
2. Select the files you want to copy.
3. Choose Copy in the Find File dialog box.
4. In the Path box, type the path you want to search.
   -or-
   In the Directories and Drives boxes, select a location.
5. Choose OK to copy the files.

You cannot copy files to the current directory; you must type or select a different directory for the files.



Specify where you want the files by typing a path ...

... or by selecting another drive or directory.

To delete a file

When you no longer need a file, you should delete it to make the disk space available for other files. You can use the Find File command to delete files that are no longer needed.

1. Find the file you want to delete, as described on page 2-6.
2. Select the file you want to delete, then choose Delete.
3. Choose Yes to confirm that you want to delete the selected file.
4. Choose Close to close the Find File dialog box.

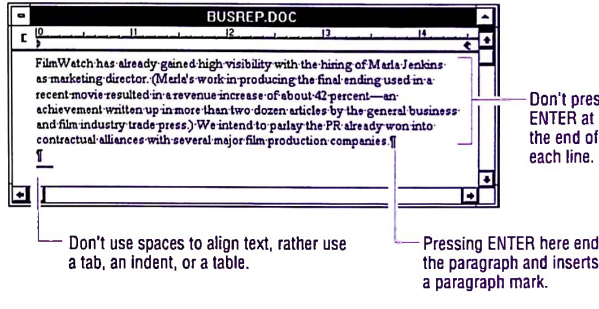
You make changes in a file by first *selecting* the text and then choosing a command that tells Word how to change the selected text. Selecting is how you mark the text you want to revise; it is the first step for much of the editing work you do in Word. Word puts a number of tools at your disposal for editing text. This section explains Word's basic editing functions, including the following tasks:

- Typing and selecting text.
- Moving and copying text.
- Cutting and pasting text.
- Finding and replacing text.
- Deleting text.

To type text

Like most word processors, Word automatically *wraps* the line of text to fit between the margins as you type, starting a new line when needed. If you add or delete text, change the margins, or change the format of the text, word adjusts the line breaks for you. To allow Word to work effectively, keep the following points in mind when you're typing:

- Press [Enter] only to start a new paragraph, not at the end of each line.
- Don't use spaces to align text as this can result in irregular spacing.



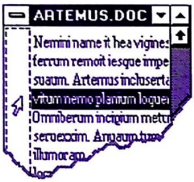
To select text

When editing text in your file, you first identify text by selecting a section, then choosing a command.

To select whole lines

The *selection bar* makes selecting whole lines of text easy.

The selection bar is any blank space next to the left margin of your document.



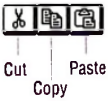
1. Position the pointer in the selection bar next to a passage of text.
2. Holding down the left mouse button, drag the mouse pointer up or down in the selection bar to select as many lines as you want.

To select parts of lines

1. Move the insertion point where you want to start selecting.
2. Holding down the left mouse button, drag the insertion point over the text you want to select.

To select text with mouse and keyboard shortcuts

To select a	Do this
Word	Point to the word and double-click.
Sentence	Hold down Ctrl and click in the sentence.
Line	Click in the selection bar next to the line.
Paragraph	Double-click in the selection bar next to the paragraph.
Whole document	Hold down Ctrl and click in the selection bar.



To move or copy text

Use the Cut, Copy, and Paste commands to move and copy text or graphics, within the same file, to another open file, or to or from a file you created in another application.

Word places text that you cut or copy on the Windows Clipboard, a temporary storage area. An item placed on the Clipboard remains there until you choose the Cut or Copy command again, when it is replaced with the new item.

1. Select the text you want to move or copy.
2. To move the text, click the Cut button on the Toolbar.
   –or–
   To copy the text, click the Copy button on the Toolbar.
3. Position the insertion point in a new location.

   If the new location is another file, open the file.
4. Click the Paste button on the Toolbar.

To delete text

- Select the text you want to delete, and press Del. Word also has numerous shortcut keys that you can use to delete text or graphics.

To do this	Press these keys
Delete one word to the left of the insertion point.	Ctrl+← Backspace
Delete one word to the right of the insertion point.	Ctrl+Del
Delete a selected section and send it to the Clipboard.	Shift+Del
Undo deletion (if it was your last action).	Ctrl+Z

To find text

With Find you can search your file for occurrences of a word or phrase, or text with a particular character or paragraph format. (For more about formatting, see chapter 3, "Formatting Basics.")

To find normal text

1. From the Edit menu, choose Find.
2. In the Find What box, type the text you're searching for.
3. Choose Find Next to find the next occurrence.

   You can choose Find Next repeatedly for finding subsequent occurrences.

4. Choose Cancel when you're finished to close the Find dialog box.

To find text with special formatting

1. From the Edit menu, choose Find.
2. Choose Character, Paragraph, or Styles depending on the kind of formatting you're searching for.
3. Select the formatting options you want to find—for example, select Bold under the Character option to find bold text.
4. Choose OK to close the Find Character dialog box.
5. Choose Find Next to find the next occurrence.

   You can choose Find Next repeatedly to find subsequent occurrences.

6. Choose Cancel when you're finished to close the Find dialog box.

Hint

If Word does not find the text you specified, but you're sure that it's in the file, check to make sure that you have not selected anything. If you have selected text, Word searches only the selected passage instead of the entire file.

To find and replace text

To change a word or phrase throughout your file, use Replace to make all the changes quickly and accurately. To search only part of the file, select the part you want to search.

Hint

If you're making major changes, it's a good idea to save your file before you start replacing. That way, if you don't like the results, you can close the file without saving the changes.

1. From the Edit menu, choose Replace.
2. In the Find What box, type the text you want to find.
3. In the Replace box, type the replacement characters.
4. Choose Find Next to locate the first occurrence.
5. To change the text and confirm replacement, choose Replace.
   -or-
   To change all occurrences of the search text without confirmation, choose Replace All.

Undo button

To undo editing and formatting changes

With the Undo command, you can usually reverse the last editing or formatting action. The name of the command on the Edit menu changes depending on what the last action was—for example, Undo Typing, Undo Formatting, or Undo Spelling.

- Click the Undo button on the Toolbar.
  -or-
  Press (Ctrl)+(Z).

Checking Your Spelling

The Word spelling commands can help you to quickly find and correct many common spelling errors. Word checks your file for spelling errors using Word's *standard* dictionary. If a word isn't found in the dictionary, the word is displayed in the Spelling dialog box so that you can correct it.

You may often use words in your files that are not likely to be in the Word dictionary—for example, specialized terms, product codes, acronyms and abbreviations, and names of business associates. If you don't want Word to question such terms during spelling checks, you can add them to Word's *custom* dictionary—or create your own custom dictionaries. In addition to simple misspellings, Word alerts you to words repeated in the file—for example, "the the"—and words that have an unusual pattern of capitalization, such as "JUpiter."

Spelling button

To check a file for spelling errors

Word normally checks your file from the insertion point to the end of the file. If you do not want to check the entire range, you can select the word or section you want to check before choosing the Spelling command. Each time Word displays a misspelled word in the dialog box, you can correct the misspelled word, ignore the word and continue with the spelling check, or add the word to the custom dictionary.

1. Position the insertion point where you want to begin checking spelling.
2. Click the Spelling button on the Toolbar.
3. Choose one of the options listed below:

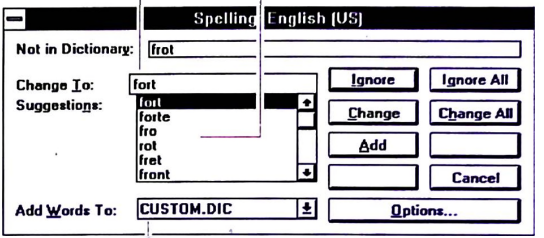
To do this	Choose this option
Ignore this instance of the word.	Ignore
Ignore all instances of the word in your file.	Ignore All
Change the word to the suggested spelling.	Change
Change all instances of the word.	Change All
Add the word to the custom dictionary.	Add

Hint

If you add a word to the custom dictionary, Word won't question the word for the remainder of this, or during future, spelling checks.

You can edit the word in the Change To box...

... or select a correction from the Suggestions box.



You can add words to the custom dictionary you select from this list.

To interrupt the spelling checker

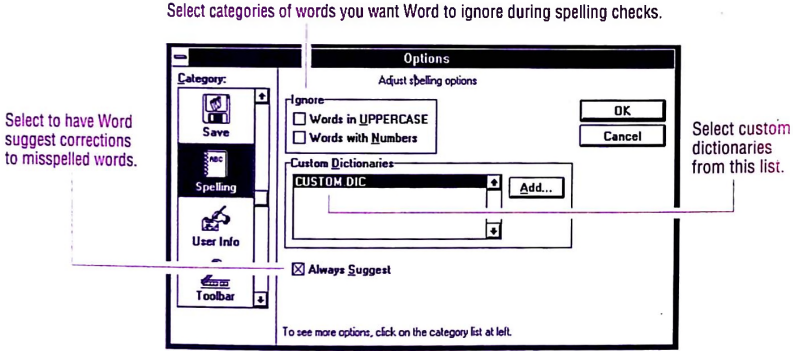
While you are checking spelling, you can return to your file to make other changes and then continue checking spelling.

1. To switch to your document, click in the document window.
   -or-
   Hold down [Ctrl] and press [⏭].
2. Edit your file as needed.
3. Click the Start button in the Spelling dialog box to restart the spelling check at the place where you interrupted it.

To set spelling options

The Word Spelling options define how Word checks spelling. You can use the Spelling options to ignore words with numbers, ignore words in uppercase letters, or to create your own custom dictionary to check spelling.

1. From the Tools menu, choose Options.
2. Select one or more of the Spelling options you want, and choose OK.



To check spelling in another language

You can change the language used for checking spelling in applications. However, you must have the spelling-dictionary file available for the language you want to use. The English-international keyboard version of the OmniBook has 5 built-in dictionaries for proofing spelling errors.

About the English-Only Keyboard Version

The English-only keyboard version of the OmniBook—the version with no [Alt Gr] key next to the spacebar—contains only one dictionary file, so you normally can't change the language. However, if you use the Setup program for Word, you can install another dictionary file from your PC—see chapter 12 in the OmniBook *Operating Guide*.

To check spelling in another language

The Word proofing commands are designed to work with more than one language. You can check the spelling, for example, of a document containing text in several different languages.

1. Select the text you want to check in another language.
2. From the Format menu, choose Language.
3. Choose one of the following languages available on your English-international keyboard version of the OmniBook:
   - Danish
   - Dutch
   - English (UK)
   - Norwegian
   - Swedish
4. Choose OK to format the text in the selected language.
5. From the Tools menu, choose Spelling and proof the text as you do normally.

To change the default language

If you write most of your documents in a language other than the default one, it makes sense to change to the default language to the one you use most often.

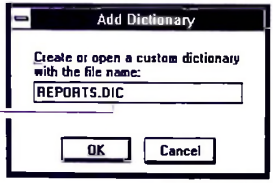
1. From the Format menu, choose Language.
2. Select the language you want for the default.
3. Choose Use As Default, then choose Yes.

To create a new custom dictionary

You can create as many custom dictionaries as you want. For example, you can create one dictionary to use when you check client names in letters and memos and create another dictionary for technical terms to use when you check specifications and operator manuals. You might use both dictionaries for checking reports and proposals.

1. From the Tools menu, choose Options.
2. In the Category box, select Spelling.
3. Under Custom Dictionaries, choose Add.
4. Type a name for the dictionary, then choose OK.

   Whenever you open a custom dictionary, Word checks it *in addition* to the Standard dictionary.



Unless you specify otherwise, Word adds the .DIC extension to your dictionary name.

To open or close a custom dictionary

Before checking the spelling in a document, open the custom dictionaries that you want Word to use in addition to the standard dictionary.

1. From the Tools menu, choose Options.
2. In the Category box, select Spelling.
3. Under Custom Dictionaries, select the dictionaries you want to open.
   –or–
   Cancel the dictionaries you want to close.
4. Choose OK to open the dictionaries and close the dialog box.

   You can choose any of the *open* dictionaries in the Add Words To list when checking spelling.

3

Formatting Basics

Formatting Basics

In This Chapter

This chapter presents the basic techniques that you need to format your documents. It introduces such formatting tasks as setting margins, applying paragraph formats, and formatting individual characters and words. In this chapter you'll learn how to

- Emphasize text through such techniques as bold and italic formatting.
- Arrange text on the page by centering and indenting paragraphs.
- Align words or entire paragraphs.
- Add custom tabs.
- Draw borders around and shade paragraphs.
- Copy and repeat paragraph formatting.
- Add bullets and numbers to a list.
- Save and reapply formatting with style sheets.

About Character and Paragraph Formatting

You change the formatting of a character or paragraph by first selecting text and then applying the formatting you want. Word stores both character and paragraph formatting within paragraph marks.

Also, when you start a new paragraph by pressing [Enter], Word copies the paragraph mark to the next paragraph, carrying with it the formatting instructions. If you delete, copy, or move a paragraph mark, you delete copy, or move the formatting as well. This also applies to character formatting.

Formatting Characters

Characters are the letters, punctuation marks, numbers, and symbols—such as @, *, and &—that you type as text. Character formatting determines how characters appear on the screen. This section provides step-by-step procedures for formatting characters in your documents, including the following tasks:

- Creating bold, underlined, or italic text.
- Adding other character formats.
- Shortcuts to character formatting.
- Changing font or point size.
- Creating text in superscript or subscript.
- Removing character formatting.

To create bold, italic, or underlined text

The fastest way to create bold, underlined, or italic text is to use a Ribbon button. You change the formatting by either choosing new formats before you type, or by selecting text and applying the new formats after you type.

1. If you are formatting existing text, select the text.
2. If the Ribbon is not displayed, from the View menu choose Ribbon.
3. Click the Bold, Italic, or Underline button on the Ribbon.

   You can apply multiple types of formatting by clicking more than one button. The selected text appears on the screen in the new format. If you did not select text, just start typing. Any text that you type automatically has the new formatting.

To remove bold, italic, or underlined text

- You apply a format by clicking the appropriate button, and you remove the format by clicking the button again.

  When a format is applied to a section of text, the related button is selected—that is, it appears shaded and indented on your screen. If a selection has mixed formatting, the buttons are dimmed.

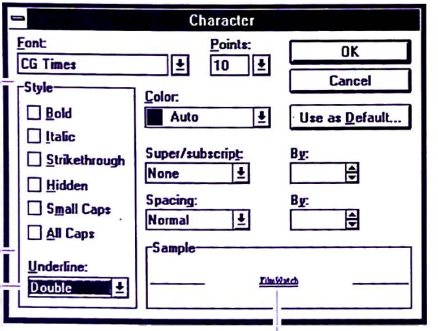
To apply other character formats

The Character dialog box provides an alternative to the Ribbon buttons and includes additional formatting options, including the following formats:

- Strike-through text.
- Hidden text.
- Small caps or all caps.
- Three styles of underlining.

The Character dialog box is especially useful if you want to apply several character formats at once or if you want to preview changes before you make them in your document.

1. Select the text you want to format.
2. Double-click an empty space on the Ribbon (such as to the left of the paragraph mark).
   –or–
   From the Format menu, choose Character.
3. Choose one or more of the style or underline formats shown below.
4. Choose OK to apply the formats and close the Character dialog box.



You can select one or more character formats from the Style box.

Select one of three underlining styles from the list.

Preview your fonts in this box before you apply them to your text.

Shortcuts to character formatting

To apply	Press
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Word Underline	Ctrl+W
Double Underline	Ctrl+D
Small Caps	Ctrl+K
All Caps	Ctrl+A
Hidden text	Ctrl+H

Show/Hide button

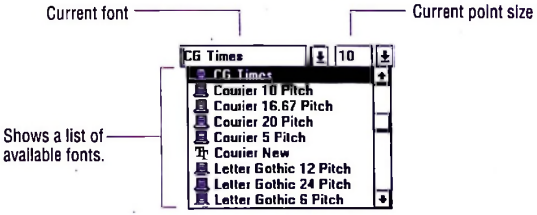
Hidden text is text that you don't want printed with your file—for example, a note. To display or hide hidden text, click the Show/Hide Toolbar button.

To change fonts or point size

The Ribbon shows the current font and point size for selected text. If there is no selection, it shows the font and size that will be applied to the next text you type. If a selection includes several fonts and sizes, the Font and Point boxes are empty.

- Type a font name or point size in the related box.
  -or-
  Select a new font or point size from the appropriate list.

  The new format is applied to all the characters in the selection, or, if there is no selection, to the next text you type.



To format characters in superscript or subscript

All characters in a document are positioned in relation to the baseline of the text. When you format characters as superscript or subscript, Word positions them either above or below the baseline, as shown in the following illustration.

Baseline

Phoenix — Normal text is postitioned on the baseline.

$E=mc^2$ — Superscript is positioned above the baseline.

H_2CO_3 — Subscript is positioned below the baseline.

1. Select the characters you want to format, or position the insertion point where you want to type superscript or subscript characters.
2. From the Format menu, choose Character.
3. Select the Superscript or Subscript option under Super/subscript.

   The default positioning for superscript or subscript text (3 pts), appears in the By box. You can select any value between 1 and 63.5 points.

4. Choose OK.

To remove superscript or subscript formatting

1. Select the characters with formatting you want to remove.
2. From the Format menu, choose Character.
3. Select the None option under Super/subscript, and choose OK.

To remove all character formatting

1. Select the text from which you want to remove character formatting.
2. Press [Ctrl]+[spacebar].

Formatting Paragraphs

In Word, a *paragraph* is not necessarily a series of sentences. It is any amount of text and graphics plus the paragraph mark that follows it. This section provides examples and step-by-step instructions for controlling the appearance of paragraphs in your document, including the following:

- Indenting and aligning text.
- Setting and changing margins.
- Aligning paragraphs.
- Setting and clearing tabs.
- Copying and repeating paragraph formatting.
- Emphasizing text with borders and shading.

Show/Hide button

To display paragraph and tab marks

When formatting paragraphs, it is a good idea to first display the paragraph marks. Word stores formatting instructions within the paragraph marks, so you don't want to accidentally delete one. Paragraph and tab marks do not appear in your printed documents.

- Click the Show/Hide button on the Ribbon.
  –or–
  Press (Ctrl)+(Shift)+(8).

To indent one or more paragraphs

Left indent markers

Right indent marker

When indenting paragraphs, you can choose to indent the first line, all lines except the first, or the entire paragraph.

1. Select the paragraphs you want to indent.
2. If the Ruler is not displayed, from the View menu choose Ruler.
3. Drag the appropriate indent marker to its new position.

To indent	Do this
Left edge (first line of paragraph)	Drag ◣
Left edge (all lines except first)	Hold down (Shift) and drag ◤
Entire left edge of paragraph	Drag ◤
Entire right edge of paragraph	Drag ◀

To indent with the Toolbar

Left Indent

Right Indent

With the toolbar, you can quickly indent the left edge of selected paragraphs by incremental amounts. Note that to select a paragraph, you don't need to select the entire paragraph, just the paragraph mark ¶.

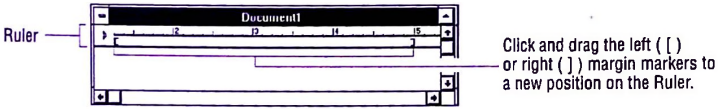
1. Select the paragraphs—or paragraph mark, you want to indent.
2. To indent one tab stop to the left, click the Left Indent button.
   -or-
   To indent one tab stop to the right, click the Right Indent button.

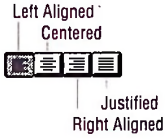
   Continue clicking the indent button to further indent the text.

To change margin settings

Margin settings normally affect every paragraph in a document, moving the text in from the edge of the page. If you want to emphasize certain paragraphs, you can use indents to set them off from the margins. The easiest way to change left and right margin settings is to display the Ruler and drag the margin markers to the appropriate positions.

1. If the Ruler is not displayed, from the View menu choose Ruler.
2. If necessary, click on the left end of the Ruler to display the margin markers.
3. Drag the left [or right] margin marker to its new position.
4. To see how the changes look in your document, from the View menu choose Page Layout.





To change paragraph alignment

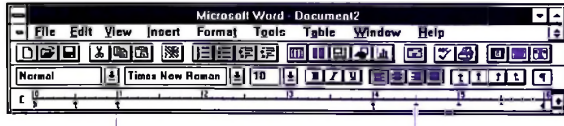
Word normally aligns paragraphs with the left margin or indent. You can also choose to align paragraphs with the right margin, centered between the left and right margins, or justified.

1. Select one or more paragraphs to align.
2. If the Ribbon is not displayed, from the View menu choose Ribbon.
3. Click one of the alignment buttons.

To set a tab

You can insert, remove, and move tab stops using the Ruler at the top of your Word screen.

1. If the Ruler is not displayed, from the View menu choose Ruler.
2. If necessary, click the left end of the Ruler to display tab marks.
3. Click the tab position on the lower half of the Ruler.



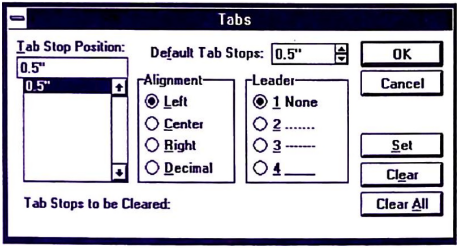
Click where you want the new tab stop.

This mark is the Table Scale. When working in a table drag the Table Scale to set the width of a column.

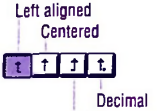
To clear a tab

The easiest way to clear a tab is to click and drag the tab mark off the Ruler. You can also use the following procedure to clear all tabs.

1. To display the Tabs box, double-click anywhere on the lower half of the Ruler.
2. Under Tab Stop Position, select the tab you want to clear.
3. Choose Clear to remove the tab.
   -or-
   Choose Clear All to remove all tabs.
4. Choose OK to clear the tabs and close the dialog box.



To change tab alignment



1. If the Ribbon and Ruler are not displayed, from the View menu choose Ribbon and Ruler.
2. Select one or more paragraphs.
   -or-
   Position the insertion point where you want to begin using tab stops.
3. Click one of the tab alignment buttons on the Ribbon.
4. Click a tab position on the Ruler.

To copy paragraph formats

1. Select the paragraph you want to format.
2. Position the insertion point in the paragraph with the formatting you want to copy.
3. Hold down Ctrl+Shift and click the left mouse button.

   Word applies the paragraph formatting to the paragraph you selected; it does not copy and paste any text.

Hint

To copy character formats, use the same procedure, but position the insertion point *over the character* with the formatting you want to copy.

To remove paragraph formatting

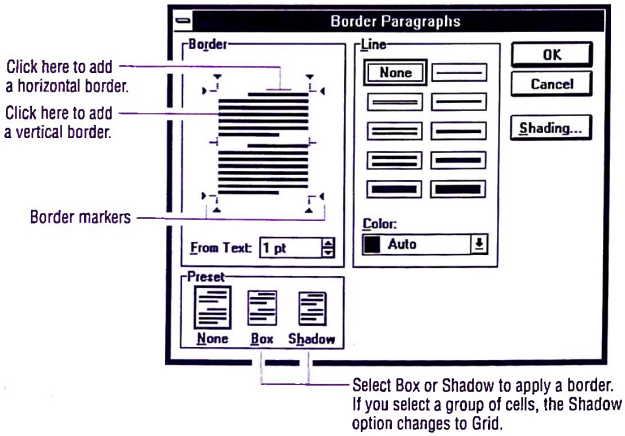
With this task, you can remove all paragraph formatting, including tab stop settings.

1. Select the paragraphs from which you want to remove formatting.
2. Press Ctrl+spacebar.

To add borders to paragraphs, tables, or graphics

With the Border command, you can place borders around paragraphs of text, graphics, and table cells. You can also shade the area behind paragraphs and tables. For information about tables, see chapter 6, "Building Tables."

1. Select the item to which you want to apply borders.
2. From the Format menu, choose Border.
3. To apply borders to all sides, under Preset, select Box or Shadow.
   –or–
   To apply borders one side at a time, under Border, click a side.
4. Under Line, choose a border style.
5. Choose OK to apply the border to your text.



To remove borders

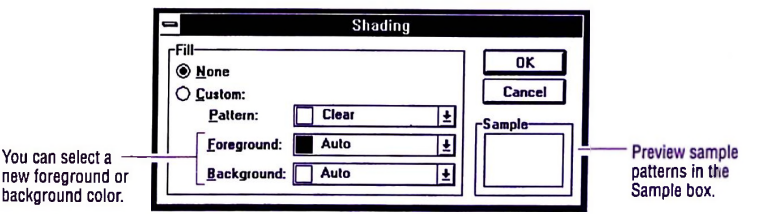
After you apply borders to a paragraph, table, or picture, you can remove one or more of the borders. For example, you can remove the border between paragraphs in a series and just keep the box around them.

1. Select the item that has the border you want to remove.
2. From the Format menu, choose Border.
3. To remove all borders, select None under Preset.
   -or-
   To remove one border at a time, click the border in the Border box, and then select None under Line.
4. Choose OK to remove the border.

To shade paragraphs or table cells

Shading fills in the background of paragraphs and tables. While shading is separate from bordering, you can use both features at the same time to emphasize text and graphics.

1. Select the paragraphs or table cells you want to shade.
2. From the Format menu, choose Border.
3. Choose Shading.
4. In the Pattern box, select the amount of shading you want.
5. Choose OK to select a shade and close the Shading dialog box.
6. Choose OK to apply the shading and close the Border dialog box.



To remove shading

1. Select the shaded paragraphs or table cells.
2. From the Format menu, choose Border.
3. Choose Shading.
4. Under Fill, select None.
5. Choose OK to close the Shading dialog box.
6. Choose OK to remove the shading and close the Border Paragraphs dialog box.

Working with Bulleted and Numbered Lists

With Word, you can turn a series of paragraphs into a numbered or bulleted list. For numbered lists, you can select different number formats and separator characters. For bulleted lists, you can choose from several predefined bullets or create new bullets. This section provides step-by-step procedures for adding bullets and numbers to a document, including the following tasks:

- Adding bullets to a list.
- Adding numbers to a list.
- Removing bullets or list numbers.
- Selecting bullet or number formats.

Numbered List button

Bullets button

To add bullets or numbers to a list

You can quickly apply bullets or numbers in your document by using the Toolbar buttons.

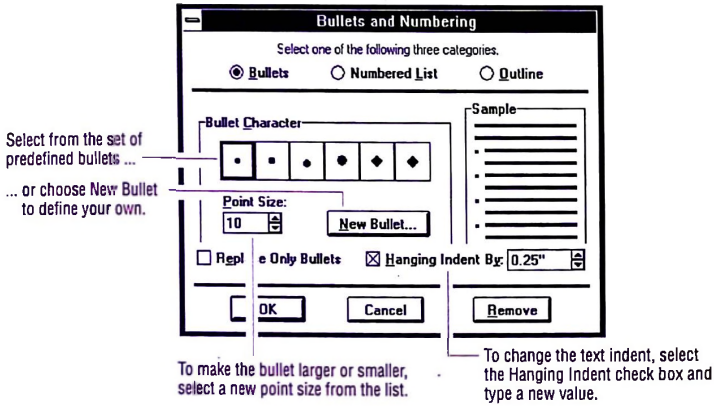
1. Select the paragraphs to which you want to add bullets or numbers.
2. To add bullets, click the Bullets button on the Toolbar.
   –or–
   To add numbers, click the Numbered List button.

To remove bullets or numbers from a list

1. Select the paragraphs from which you want to remove bullets or numbers.
2. From the Tools menu, choose Bullets and Numbering.
3. To remove bullets, select Bullets.
   –or–
   To remove numbers, select Numbered List.
4. Choose Remove to remove bullets or numbers and close the dialog box.

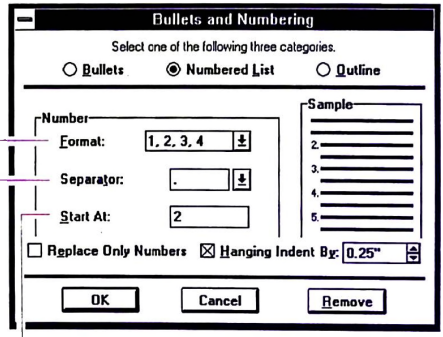
To select a bullet format

1. If you are changing bullets for existing text, select the text.
2. From the Tools menu, choose Bullets and Numbering.
3. If not already selected, select Bullets.
4. Under Bullet Character, select the bullet you want.
5. Choose OK to apply the bullets to your text.



To select a number format

1. If you are changing numbers for existing text, select the text.
2. From the Tools menu, choose Bullets and Numbering.
3. If not already selected, select Numbered List.
4. Under Format, select the number format you want.
5. Choose OK to apply the numbering to your text.



Type or select a number format from the list.

Type or select the punctuation you want to use with the number.

If the number in the Start At box is not the starting number you want, type the correct number.

Formatting with Styles

A *style* is a group of Word formatting instructions that you save with a name. Using styles can drastically reduce the amount of time that you spend formatting documents. Suppose that you have paragraphs throughout your document that you want to be bold, centered, and surrounded by a border. Instead of applying each format to each paragraph, you can create a style that applies all three formats at once. Not only are styles faster than manual formatting, they help ensure a consistent format.

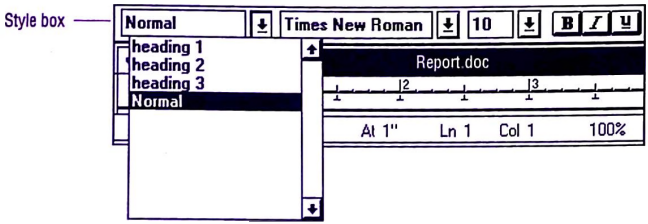
Styles also make it easy to incorporate design changes. Changing the content of a style reformats all paragraphs with that style throughout the document. Because you can copy styles between documents, you only need to create a set of styles once. This section provides step-by-step procedures for formatting styles in your documents, including the following tasks:

- Creating a style.
- Deleting a style.
- Applying a style to your document.
- Changing a style.

To create a new style

1. Select the paragraph with the formats you want to save as a new style.
2. If the Ribbon is not displayed, from the View menu choose Ribbon.
3. In the Style box, type a name for the style.
4. To create the style, click in the document window.

   Word creates the new style and displays it in the Style box list.



To apply a style

Once you create a style, you can apply it to any paragraphs in your document.

1. Select one or more paragraphs to which you want to apply the style.
2. If the Ribbon is not displayed, from the View menu choose Ribbon.
3. Click the down arrow next to the Style box and choose a style from the list.

   Word reformats the selected paragraph with the new formatting style.

To delete a style

You can delete styles you no longer need. When you delete a style, any paragraphs in the document formatted with that style revert to the Normal style.

1. From the Format menu, choose Style.
2. Type or select the name of the style you want to delete.
3. Choose Define.
4. Choose Delete.

   Word displays a message asking you to confirm the style deletion.

5. Choose Yes to delete the style.
6. Choose Close to close the Style dialog box.

To change a style

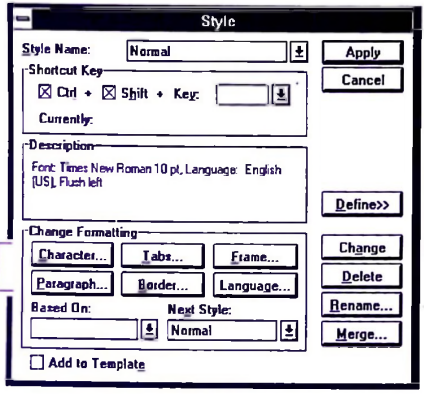
As soon as you change a style, Word updates all paragraphs in the document formatted with that style.

1. From the Format menu, choose Style.
2. Under Style Name, select the style you want to change.
3. Choose Define.
4. Under Change Formatting, choose the formats you want to change.
5. Choose Change to change the style.

   You can repeat steps 2-5 to change other styles.

6. Choose Close to close the dialog box.

   Word automatically updates all paragraphs with the new, changed style.



Choose any of these options when changing a style.

4

Printing and Viewing Files

Printing and Viewing Files

In This Chapter

This chapter describes how to print all or part of a document and how to preview a document to see each page exactly as it will be printed—with the correct margins and page breaks, and the headers and footers in place. In this chapter you'll learn how to

- Preview a document before printing.
- Select a printer.
- Print all or selected portions of a document.
- Print several copies of a document.
- Customize your view of documents.

Printing Files

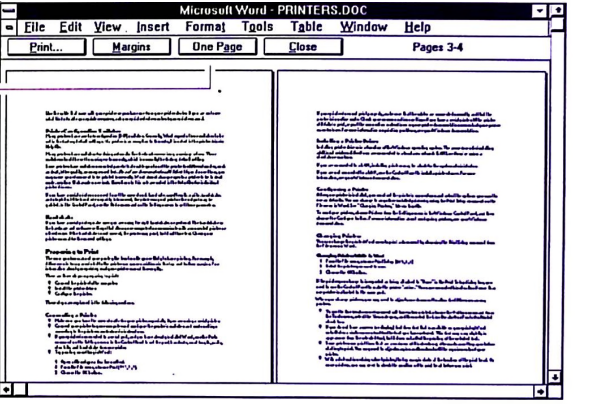
Once you select a printer and the appropriate Print Setup options—and connect your OmniBook to a printer—printing is simple. You just choose the Print command from the File menu. For complete instructions about installing and setting up a printer, see chapter 3, "Setting Up a Printer," in the OmniBook *Operating Guide*.

To preview a document for printing

Before you print, it's a good idea to check your document with the Print Preview command. In print preview, you can see one or two pages at a time.

- From the File menu, choose Print Preview.

  Word displays your document as it will look when it is printed.



Click to switch between one and two-page views of your document.

To select a printer

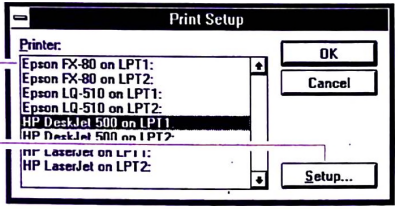
If you haven't already installed and set up your printer, see chapter 3, "Setting Up a Printer," in the OmniBook *Operating Guide* for complete instructions.

1. From the File menu, choose Print Setup.
2. Select a printer from the list of installed printers.
3. Choose OK to select the printer and close the Print dialog box.

   The printer remains selected until you change it.

Select an available printer from the list.

Choose Setup if you want to change your printer settings.



To print a document

Print button

The fastest way to print a document is with the Print button.

- Click the Print button on the Toolbar.

  Word immediately prints one copy of your complete document using current settings. You can cancel printing by pressing (Esc).

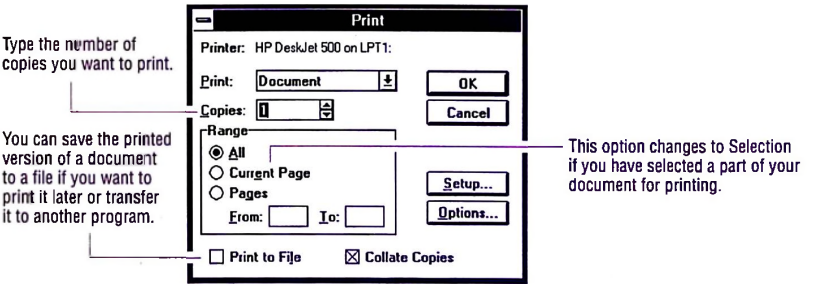
To print selected text

1. Select the text you want to print.
2. From the File menu, choose Print.
3. Under Range, select Selection.
4. Choose OK.

To print a range of pages

Before you begin this procedure, be sure that the document you want to print is in the active window.

1. From the File menu, choose Print.
2. Under Range, select Pages.
3. In the From box, type the beginning page number.
4. In the To box, type the ending page number.
5. Choose OK to print the file and close the dialog box.



Viewing Your Work

Word provides a variety of ways for you to view you documents on the screen. Each view allows you to concentrate on different aspects of your work. Additionally, Word lets you magnify a part of a page for a closer look—or reduce the size of a page for an overview.

This section provides step-by-step procedures for viewing documents, including the following tasks:

- Working in Normal, Page Layout, or Outline view.
- Magnifying or reducing the view of a document.
- Using the zoom shortcuts.
- Working and printing in Draft mode.

To change views of your document

The View menu provides three basic ways to view your documents. The view you choose defines how your document looks on screen, but does not change how the output looks when printed. The easiest way to decide which view is best for you is just to experiment with each. You can easily switch to and from any view with just a click of the mouse.

- From the View menu, choose one of the following views:

View	Description
Normal	Normal view is the best (and fastest) all-purpose working view. You will probably do most of your typing, editing, and formatting in this view.
Page Layout	Page Layout displays each page in your document as it will look when printed. You can view your document and make last-minute changes to the text and formatting.
Outline	Outline view is useful even if you do not write your documents from an outline. This view makes it easy to move and copy text and to reorganize long documents. For more information about Outline view, see chapter 7, "Outlining."

To magnify or reduce the view of a document

With the Zoom command on the View menu, you can *zoom in* to magnify a document for a close-up look or you can *zoom out* so that the entire page shows on the screen at one time. Zooming in or out is for your convenience as you edit and does not affect the way the document prints.

1. From the View menu, choose Zoom.
2. Under Magnification, select the magnification or reduction you want.

   If you choose Custom, you can type or select a number between 25% and 200% in the Custom box.

3. Under Zoom to Fit In Window, you can choose one of the following:
   - To display the left- and right-page margins, choose Page Width.
   - To reduce the size and display the entire page, choose Whole Page.

     Note that if you choose Page Width or Whole Page, you do not need to choose OK to close the Zoom dialog box.

4. Choose OK.

Zoom Shortcuts

The Toolbar provides three buttons that make it easy to magnify or reduce the view of a document. You can display the entire document on the page and continue to edit it—or you can reduce the size of a wide document so it fits margin to margin on the screen.

To display this	Click this button
The whole page.	
Normal view (100 % magnification).	
Full width of the document.	

To work in Draft mode

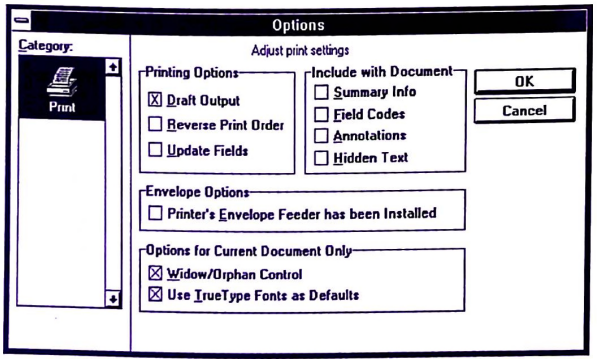
Word can create, edit, display, and print very complex documents. Draft mode can increase the display speed of some documents by reducing the amount of computation needed to display a document.

In Draft mode, Word does not display character formatting or graphics. Instead, character formatting appears underlined and graphics as frames. To speed up your display time, try working in Draft mode.

- From the View menu, choose Draft.

To print in Draft mode

1. From the File menu, choose Print.
2. Choose Options.
3. Under Printing Options, select the Draft Output check box, then choose OK.
4. To begin printing, choose OK again.



5

Designing Your Layout

Designing Your Layout

In This Chapter

After you've created a document, you'll want to consider how the document will actually look when printed and make any final adjustments. Word makes it easy to display whole pages at a reduced size and then adjust margins, page breaks, and other aspects of the page layout. In this chapter you'll learn how to

- Add page numbers to a document.
- Add new sections to a document.
- Add and remove page breaks.
- Prevent unwanted page breaks.
- Create and format a document with newspaper-style columns.

Numbering Pages

There are several ways to customize page numbers in your documents. For instance, you can skip numbering on the first page and have Word begin numbering with "1" on the second page. You may find this useful for documents that begin with a title page. You can also select a different number format—for example, arabic or roman. This section provides step-by-step procedures for adding page numbers to your documents, including the following tasks:

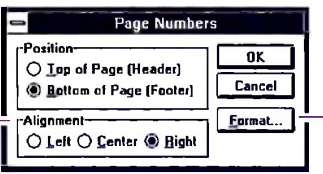
- Adding and deleting page numbers.
- Adding and deleting section breaks.
- Changing the numbering format.
- Changing the character formatting of page numbers.
- Changing the starting page.

To add page numbers to your document

1. From the Insert menu, choose Page Numbers.
2. In the Position box, choose a position for the number—top or bottom of the page.
3. Choose OK to insert the page numbers.

   Word inserts page numbers on every page, after the first, beginning with the number 2. Word updates page numbers automatically so they're always current for your document. You can view page numbers in Page Layout view.

You can align your page numbers to the left, center, or right of the page.



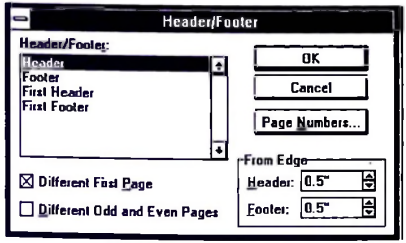
You can select a new number format, for example, arabic or roman.

To delete page numbers from your document

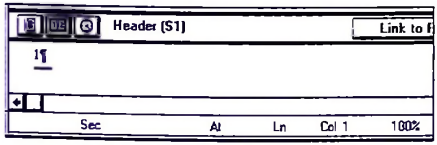
1. Position the insertion point in the first section of your document.
2. From the View menu, choose Header/Footer.
3. In the Header/Footer box, select the header or footer from which you want to remove page numbers.
4. Choose OK to display the header or footer pane.
5. Select the page number and press (← Backspace).
6. Choose Close to remove page numbering and close the header or footer pane.

First choose the position where you inserted page numbers in this document ...

... and then choose OK to display the header or footer pane.



Header pane



To add a section break

By dividing your document into sections, you can use a different page numbering scheme in each section. For example, you might want to begin numbering later in your document, after a title page, or number an introduction with lowercase roman numerals and restart page numbering in the main body of the document with 1.

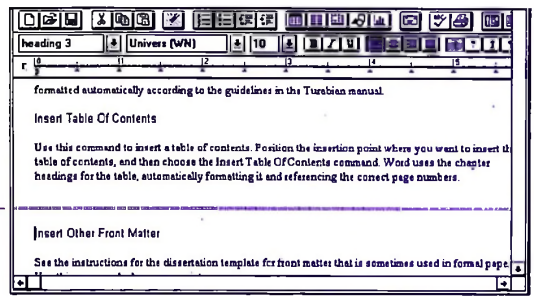
1. Position the insertion point where you want the new section to begin.
2. From the Insert menu, choose Break.
3. To start the section on a new page, select Next Page.
4. Choose OK to insert the section and close the Break dialog box.

Hint

To add page numbers to a section, position the insertion point anywhere in the section and use the procedure "To add page numbers to your document" described on page 5-3.

To delete a section break

1. Select the section mark.
2. Press Del.



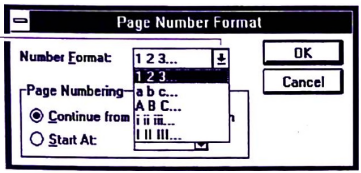
The section mark stores formatting instructions for the text above it.

To change the number format

By default, Word uses arabic numbers when you insert page numbers.

1. If your document has multiple sections, position the insertion point in the section that you want to change.
2. From the Insert menu, choose Page Numbers.
3. Choose Format.
4. In the Number Format box, select a number format.
5. Choose OK.
6. Choose Close to close the Page Numbers dialog box.

Select a number format from the list.



To change the character formatting of page numbers

1. From the View menu, choose Header/Footer.
2. In the Header/Footer box, select the appropriate header or footer.
3. Choose OK to display the header or footer pane.
4. Select the page number.
5. From the Format menu, choose Character.
6. Apply the character formatting you want and choose OK.
7. Choose Close to close the header or footer pane.

To change the starting page number

You can begin page numbering in any *section* of your document with any number or letter. You select the number and then Word numbers consecutively from that point.

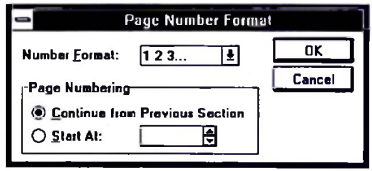
1. Position the insertion point in the section where you want to change the starting page.
2. From the Insert menu, choose Page Numbers.
3. Choose Format.
4. Under Page Numbering, select Start At, then select a starting page.

   If you use an alphabetical page number format, type the number that matches the corresponding letter of the alphabet. For example, type or select 17 to start numbering at "XVII."

5. Choose OK to close the Page Number Format dialog box.
6. Choose OK to apply the formatting and close the Page Numbers dialog box.

Let Word number your pages continuously ...

... or type the page number for the first page in the Start At box.



Paginating a Document

As you work on a document, Word starts a new page automatically every time you fill a page with text or graphics. These breaks are called automatic, or *soft*, page breaks and appear in your text as a dotted line. As you edit and reformat, Word continually recalculates the amount of text on the page and adjusts the soft page breaks accordingly.

You can insert page breaks manually whenever you want to force a page break—for example, before a large graphic. Page breaks that you insert manually are called *hard* page breaks and appear in your text as a heavy dotted line. When you insert a hard page break, Word automatically adjusts the soft page breaks that follow. Word cannot move hard page breaks; you must adjust them yourself. This section provides step-by-step procedures for paginating your documents, including the following tasks:

- Inserting a page break.
- Removing a page break.
- Keeping lines and paragraphs together on a page.

To insert a page break manually

You can manually change the pagination that Word sets automatically and insert page breaks in your document. Page breaks that you add manually are called hard page breaks and appear as a heavy dotted line.

1. Position the insertion point where you want the page break.
2. Press Ctrl+Enter.

To insert a page break automatically

Word calculates how much text fits into a page and inserts a *soft* page break, which appears as a dotted line. This is called *background pagination*. Normally, Word repaginates for you automatically. You can also repaginate manually with a command.

- From the Tools menu, choose Repaginate Now.

  If a graphic or table row is taller than the remaining space on the page, the page break places the picture or row at the top of the next page.

To remove a page break

You can remove hard page breaks if you want to change where a page starts or stops.

1. Select the hard page break you want to delete.
2. From the Edit menu, choose Cut.
   -or-
   Press [Del].

Hint

You can search for hard page breaks using the Find command on the Edit menu. In the Find dialog box, type ^d in the Find What box.

About Viewing Page Breaks

You can view page breaks several different ways before you print your document. In Normal view, you can scroll through your document and look at page breaks, edit, and reformat. In Page Layout view, you see the current page as it will look when you print it. Print Preview viewing shows you pages in a reduced size so you can see the entire page or pages at once without scrolling.

To keep lines together on a page

You can specify that Word keep lines within a paragraph together to prevent an unwanted page break.

1. Select the lines that you want to keep together.
2. From the Format menu, choose Paragraph.
3. Under Pagination, select the Keep Lines Together check box.
4. Choose OK.

To keep two paragraphs together on a page

This procedure is useful when you want to keep two paragraphs together—for example, to keep a heading on the same page as the paragraph that follows it, to keep all the items of a list together, or to keep introductory text with a graphic.

1. Position the insertion point in the paragraph you want to keep with the next paragraph.
2. From the Format menu, choose Paragraph.
3. Under Pagination, select the Keep With Next check box.
4. Choose OK.

Hint

Word treats rows in a table as separate paragraphs. If you want to keep all the rows of a table together, use the Keep With Next check box in the Paragraph dialog box for each row except the last.

Formatting a Document in Multiple Columns

When you begin a Word document, it is all one section. Changing the number of columns affects the layout of the entire document. To change the number of columns in part of the document, you make that part a separate section. You insert a section break at the point where you want to start the new columns, and then specify the number of columns you want in the new section.

You can change the number of columns on a single page, or you can change the formatting between major parts of the document, such as the main text and the index. When you apply multiple-column formatting, you choose how much of the document will be affected—the selected text, the section containing the insertion point, selected sections, or the entire document. If you do not make a selection, Word applies that formatting to the section that contains the insertion point. Following are step-by-step procedures for formatting in multiple columns, including the following tasks:

- Creating a multiple-column layout.
- Displaying multiple columns side by side.
- Changing the column width and spacing.
- Adding vertical lines between columns.
- Inserting and removing column breaks.
- Balancing the length of columns.

Text Columns button

To create a multiple-column layout

1. Click in the section whose text you want to format.
2. Click the Text Columns button on the Toolbar.
3. Drag the cursor to the right to select the number of columns you want.

   When you release the mouse button, Word formats the section that contains the insertion point. If Word is in Normal view, the text is shown as a single column. To display multiple columns, use the following procedure.

To display columns side by side

- From the View menu, choose Page Layout.

  Word displays the columns side by side on the screen.

To change column width

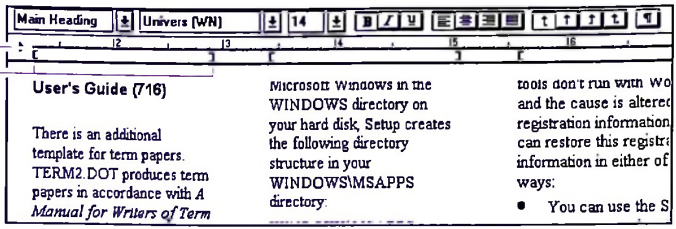
When you create multiple columns, Word maintains the same column width and the same space between columns for all columns in the section. If you change the width of a column, Word changes the other columns to match. The same is true if you change the space between two columns—Word changes the other spaces to match.

1. To view columns side by side, from the View menu choose Page Layout.
2. If the Ruler is not displayed, from the View menu choose Ruler.
3. If the margin markers are not displayed, click the Margin Scale symbol.
4. Drag a column marker ([or]) to adjust the width of the columns.

   Word automatically adjusts the width of the other columns and the corresponding space between the columns.

Click the Margin Scale symbol to view column markers.

Column markers



To change spacing between columns

1. To display columns side by side, from the View menu choose Page Layout.
2. Place the insertion point in any of the columns you want to format.
3. From the Format menu, choose Columns.
4. In the Space Between box, type or select the measurement you want.
5. Choose OK.

   If you've chosen a spacing too great for the number of columns and the width of the page, Word warns you before changing the spacing. If you get a warning, choose OK, type or select a smaller measurement in the Space Between box, then choose OK again.

   Word automatically adjusts the width of the other columns and the corresponding space between the columns.

To add vertical lines between columns

You can print vertical lines between columns. The lines are as long as the longest column on the page.

1. Position the insertion point in the section you want to have lines.
2. From the Format menu, choose Columns.
3. Select the Line Between check box.
4. In the Apply To box, select how much of the file you want to add lines to.
5. Choose OK.
6. To see the vertical lines as they will print between the columns, from the File menu choose Print Preview.

   Vertical lines are not displayed in Normal view or Page Layout view. Paragraph borders that you apply with the Border command on the Format menu are displayed, however.

To insert a column break

1. To display columns side by side, from the View menu choose Page Layout.
2. Place the insertion point where you want to start a new column.
3. Press (Ctrl)+(Shift)+(Enter).

To remove a column break

1. Position the insertion point on the column break.
2. Press (Del).

To create columns of equal length

Use this technique at the end of a document or at the end of a section when columns end unevenly.

1. Place the insertion point at the end of the text in the columns you want to balance.

   If the columns are already followed by a section mark, make sure you place the insertion point before the existing section mark.

2. From the Insert menu, choose Break.
3. Under Section Break, choose Continuous.
4. Choose OK.
5. To display the columns side by side, from the View menu choose Page Layout.

6

Building Tables

Building Tables

In This Chapter

This chapter presents the powerful Word table techniques that you can use to arrange and adjust columns of text and numbers—a much easier alternative to using tabs. You can use tables for more than just tabular material. Tables give you a convenient way to group paragraphs side by side and to arrange text beside related graphics on a page. By adding borders and shading to a table, you can create many types of forms. For newsletters and brochures, you can create interesting page layouts with side-by-side columns of text and graphics. In this chapter you'll learn how to

- Create and add tables to your documents.
- Convert text paragraphs to tables and vice versa.
- Convert data from a table into a Microsoft Excel chart.
- Edit and format tables.

Creating and Setting Up Tables

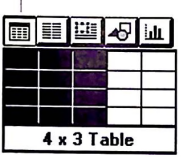
If you have used Microsoft Excel, tables will seem very similar. In fact, if you insert a Microsoft Excel worksheet in your Word document, you can work with the spreadsheet data just as you would a Word table. All of the commands and techniques for working with tables can also be used on any worksheet in your Word document. For example, you can add borders and change the width of the worksheet columns. The reverse is also true: if you create a table in Word, you can insert the table in a Microsoft Excel worksheet and work with it as you would work with other spreadsheet data. For more information about inserting worksheets, see chapter 10, "Sharing Data with Other Applications."

This section provides step-by-step procedures for setting up and working with tables, including the following tasks:

- Creating a table.
- Converting text to a table.
- Converting a table to a regular text paragraph.
- Converting data from a table into an Excel Chart.
- Splitting a table.

To create a table

Table button



The easiest way to create a table and insert it in your document is to use the Table button on the Toolbar.

1. Position the insertion point where you want to insert the table.
2. Click the Table button on the Toolbar.
3. On the Table button grid, drag the mouse down and to the right to select the number of columns and rows you want the new table to have.

   The grid expands as you drag the mouse to allow for more columns and rows. The number of columns and rows you select is indicated at the bottom of the grid. For example, if you select 4 rows and 3 columns, "4 x 3 Table" appears at the bottom of the grid.

4. Release the mouse button to insert the table.

To convert text to a table

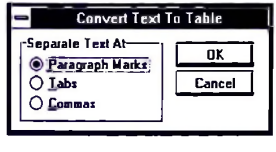
You can easily convert text separated by paragraph marks, commas, and tab characters to a table.

1. Select the lines of text or the paragraphs you want to covert to a table.
2. From the Table menu, choose Convert Text To Table.

   Word converts the selected text into a table. If Word cannot determine how to convert the text, it displays a dialog box listing different conversion options.

3. If Word displays the Convert Text To Table dialog box, select the conversion options you want, then choose OK.

When Word cannot determine how to convert the text, it displays this dialog box so that you can choose the appropriate conversion option.



To convert a table to regular text paragraphs

If you decide to present information in a table in a different way, you can convert the table to text paragraphs. You can separate the contents of cells with commas, or tab characters, or convert the contents of each cell into one or more paragraphs.

1. Select the rows of the table that you want to convert to text paragraphs.
2. From the Table menu, choose Convert Table To Text.
3. Select a Separate Text With option.

   Paragraph conversion is the best choice if any of the cells have several paragraphs.

4. Choose OK.

To convert table data to a Microsoft Excel chart

Word makes it easy to convert data you have typed in a table into a chart.

Graph button

1. Create a table in your Word document.
2. Select all or part of the table.
3. Click the Graph button on the Toolbar.

Word uses the data in your table to create and insert a standard Microsoft Excel chart (stacked columns) into your document. Word inserts the chart immediately after the table. You can click and drag a corner of the chart to create the size and shape you want. Double-click the chart if you'd like to edit it in Microsoft Excel.

For more information about Microsoft Excel charts, see chapter 8, "Working with Charts" in the OmniBook *Microsoft Excel Guide*.

Editing and Formatting Tables

Using different commands on the Table menu, you can change the structure of your table. This section provides step-by-step procedures for editing your table structure, including the following tasks:

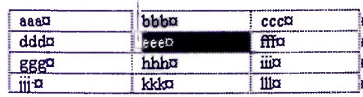
- Moving and selecting cells within a table.
- Inserting and deleting rows, columns, and cells.
- Merging cells to span several columns.
- Moving the contents of table cells.

To move and select within a table

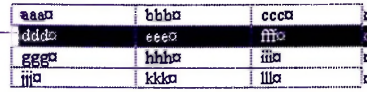
For the most part, you move the insertion point and select and edit text in a table just as you do in the rest of your document. However, there are some techniques that are unique to tables. The following features and keys have different uses in a table:

To do this	Do this
Move to next cell	Press [⇥].
Move to previous cell	Press [Shift]+[⇤].
Select an entire cell	Click in the cell's selection bar.
Select a row of cells	Double-click in the cell's selection bar.
Select a column of cells	Click in the column's selection bar.
Select adjoining cells	Drag the insertion point through the cells.

Click the cell selection bar to select single cells.

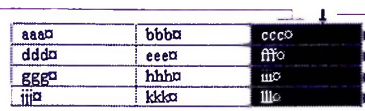


Double-click the cell selection bar to select a row.



Click the column selection bar to select a column.

Cursor changes to this arrow when moved to the column selection bar.



To insert columns within a table

Once you insert a table in your document, you can customize its size to fit your text by adding columns as you work.

1. Select one or more columns in the table.

   The new columns will be inserted *to the left* of the selected columns. If you are inserting several columns, make sure you select the *same number* of columns as you want to insert.

2. From the Table menu, choose Insert Columns.

   Word inserts the new column or columns to the left of the selected columns.

Element	Symbol	Atomic Number	
Hydrogen	H	1	
Helium	He	2	
Lithium	Li	3	

Word inserts the new column to the left of the selected column.

Element	Symbol		Atomic Number	
Hydrogen	H		1	
Helium	He		2	
Lithium	Li		3	

To insert columns to the right of a table

1. Position the insertion point *outside* the end of the first row.
2. From the Table menu, choose Select Column.
3. From the Table menu, choose Insert Columns.

   Word inserts the new column to the right of the table.

To insert rows within a table

Once you insert a table in your document, you can customize its size to fit your text by adding rows as you work.

1. Select the row, or group of rows, above which you want to add new rows.

   Make sure you select the same number of rows as you want to insert.

2. From the Table menu, choose Insert Rows.

   Word inserts the new rows above the selected rows.

Select these two rows ...

Element	Symbol	Atomic Number	Atomic Weight
Hydrogen	H	1	1.00797
Helium	He	2	4.0026
Lithium	Li	3	6.939

... to insert two new rows here.

Element	Symbol	Atomic Number	Atomic Weight
Hydrogen	H	1	1.00797
Helium	He	2	4.0026
Lithium	Li	3	6.939

To insert rows at the end of a table

- Position the insertion point in the table's last cell, and then press [▶|].

  Each cell in the new row has the text and cell formatting of the corresponding cell in the preceding row.

To insert any number of cells in a table

You can use any of the following options to insert cells or entire rows and columns into a table.

1. Select as many cells as you want to add in the exact arrangement in which you want to add them.
2. From the Table menu, choose Insert Cells.
3. Select one of the options described below.

To do this	Select this option
Insert cells and shift those selected to the right.	Shift Cells Right
Insert cells and shift those selected down.	Shift Cells Down
Insert a row above selected cells.	Insert Entire Row
Insert a column to the left of the selected cells.	Insert Entire Column

4. Choose OK.

To delete cells from a table

1. Select the cells—individual cells, rows, or columns, that you want to delete.
2. From the Table menu, choose Delete Cells.
3. In the Delete Cells dialog box, select the appropriate option to specify how you want Word to shift the remaining cells.
4. Choose OK.

To merge cells

You may want to combine, or merge, two or more selected cells within a row to create a single cell. By merging cells, you can create a heading that spans several columns.

1. Select the cells you want to merge.

   You can only merge cells that are within the same row.

2. From the Table menu, choose Merge Cells.

Hint

To create the heading in the following illustration, type the heading the text in the first cell of the table. Then select and merge the three cells in the first row. You can then delete the extra paragraph marks, center the text in the merged cell, and make it bold using the Ribbon.

Select and merge these cells ...

Quarterly Sales by Region		
East	Central	West
177000	189500	31000

... to create a single cell.

Quarterly Sales by Region		
East	Central	West
177000	189500	31000

To split merged cells

1. Select the cell that has been merged.
2. From the Table menu, choose Split Cells.

   If the Split Cells command is not available, it means that the selection does not consist of previously merged cells. You can get the effect you're looking for by adding a new cell to the left of the selected cell, and then adjusting the widths of the cells.

To split a table

Use the following procedure to split a table and insert text between the two parts.

1. Select the row where you want the split the table.
2. Press [Ctrl]+[Shift]+[Enter].

   Word splits the table *above* the selected row. You can rejoin the table by deleting the text and paragraph marks between the two parts.

To insert text above a table

You can use this procedure to insert text above a table at the beginning of your document.

1. Position the insertion point in the *first row* of the table.
2. Press [Ctrl]+[Shift]+[Enter].

To move the contents of a row

You can easily move rows in a table by selecting them and dragging them to a new location, just as you can regular text.

1. Select the row or rows you want to move.
2. Drag the selected row to the new location.

   Make sure you position the mouse pointer at the beginning of the first cell in the row *before which* you want to move the selected rows, and then release the mouse button.

To move the contents of a column or of individual cells

To move the contents of columns or a few individual cells, you first need to insert new cells where you want to move.

1. Add new columns or cells where you want to move the existing cells.

   The number and arrangement of the inserted cells must match the number and arrangement of the cells you want to move.

2. Select the columns or cells you want to move.
3. From the Edit menu, choose Cut.
4. Select the new cells you inserted.
5. From the Edit menu, choose Paste Columns or Paste Cells.

   You can now delete the empty, moved cells from their original position.

Changing the Spacing of Columns and Rows

You can change the width of selected cells and entire columns by dragging the column borders, by dragging the column markers (T) on the Ruler, or by choosing the Column Width command from the Table menu. This section provides step-by-step procedures for formatting your table columns and rows, including the following tasks:

- Changing column width.
- Adjusting the spacing between the columns in each row.
- Setting a minimum or fixed height for each row.
- Adjusting the spacing between rows.
- Aligning and indenting rows.
- Emphasizing portions of your table with borders and shading.

To change spacing between columns

When changing the space between columns, keep in mind that the space affects the cell's usable column width. For example, in cells with a column width of 1.5 inches and a space between columns of 0.25 inch, the column area available for text and graphics is 1.25 inches.

1. Select any column in the table.
2. From the Table menu, choose Column Width.
3. In the Space Between Cols box, type or select the amount of space you want between columns.
4. Choose OK to change the spacing and close the dialog box.

Hint

In some cases, you may want different amounts of space between the columns of a table. To vary spacing for different columns, select each column and indent the text or graphics from the cell boundaries using the Ruler, or the Paragraph command on the Format menu.

To change column width

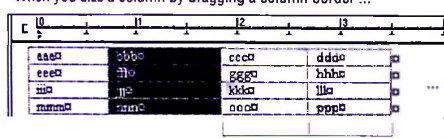
When you insert a new table with the Toolbar button, Word bases the initial column width on the size of the text area between your margin settings. Unless your table design requires very precise column dimensions, it's easiest to change the column width by dragging the column borders

1. Move the cursor over the *right edge* of the column you want to change.

   The mouse pointer becomes a ↔.

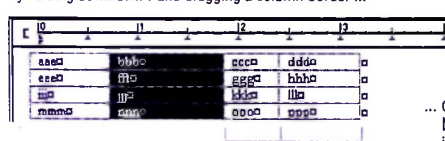
2. Drag the cursor to increase or decrease the column width.
3. When the column is the size you want, release the mouse.

When you size a column by dragging a column border ...



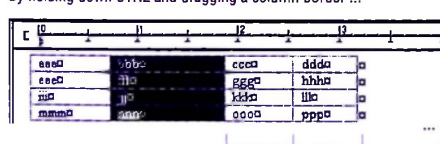
... columns to the right are shifted horizontally, but the widths of those columns remain the same.

By holding down SHIFT and dragging a column border ...



... columns are not shifted, but the column to the right is resized.

By holding down CTRL and dragging a column border ...



... all columns to the right are resized proportionally.

To set row height

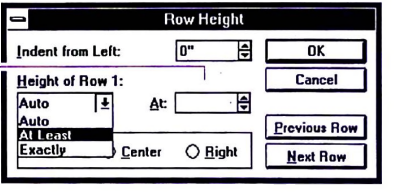
Ordinarily, the height of each row depends on the contents of the cells in that row. The amount of paragraph spacing you add before or after text in a cell also affects the row height. You can override the automatic row adjustment and set the row height manually.

1. Select the rows you want to adjust.
2. From the Table menu, choose Row Height.
3. Select one of the Height of Row options illustrated below.

   If you choose At Least or Exactly, type the number of lines in the At box.

4. Choose OK.

If you select At Least or Exactly, type a height measurment in the At box.

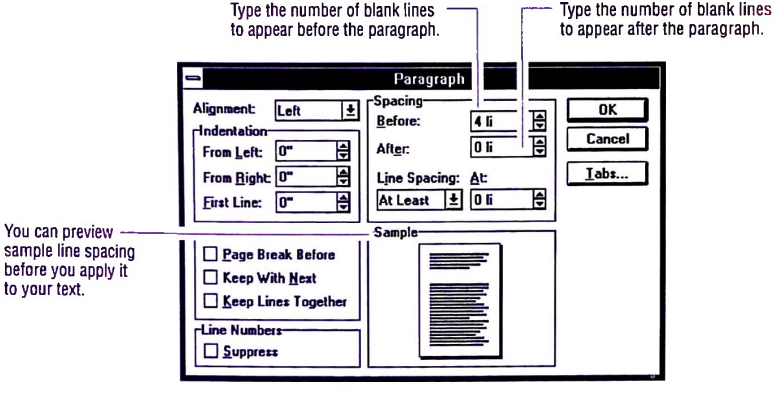


Auto	Adjusts the row height to accommodate any text or graphics up to the size of the page.
At Least	Sets a minimum row height at the size you type in the At box. If a cell's text or graphics exceeds the minimum height, Word adjusts the height to accommodate the material.
Exactly	Sets a fixed row height to the size you specify in the At box. If a cell's text or graphics exceeds the fixed height, the contents of the cell may appear clipped on the screen and when you print the file.

To add space between rows

You can increase the spacing between rows of cells by adding space above or below the paragraphs in the selected rows. In the following illustration, 4 points of space was added before each paragraph to increase the spacing between the rows of the table.

1. Select the row to which you want to add spacing.
2. From the Format menu, choose Paragraph.
3. Under Spacing, type the number of lines to add before or after the paragraph.
4. Choose OK to add the space and close the dialog box.



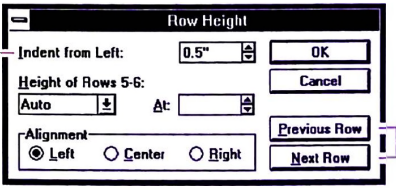
To align rows

You may want to center a small table between the margins or indent a table so it aligns with other text in your document. You can control the horizontal placement of a table by changing the row alignment or the indentation of selected rows from the left margin. The row alignment and indentation do not affect the paragraph indents and the alignment of text *within the table cells*.

1. Select the rows whose alignment you want to change.
2. From the Table menu, choose Row Height.
3. Under Alignment, select the alignment you want (Left, Center, or Right).
4. Choose OK.

To indent rows

1. Select the rows you want to indent.
2. From the Table menu, choose Row Height.
3. Type or select a measurement in the Indent From Left box.
4. Choose OK.



This specifies the number of inches to indent from the left margin.

Choose the Next Row or Previous Row to adjust the height, indentation, or alignment of additional rows.

To emphasize table cells with borders or shading

With the Border command on the Format menu, you can add lines and boxes to cells in a table, paragraphs of text, or graphics. You can also shade paragraphs and tables. To apply borders to your table, see "To add borders to paragraphs, tables, or graphics" on page 3-12. To shade all or a portion of your table, see "To shade paragraphs or table cells" on page 3-13.

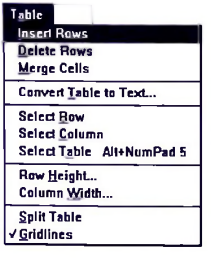
Hint

Note that the table gridlines you see when working with tables are not the borders. Word does not print table gridlines. To display or hide table gridlines, use the following procedure.

To display or hide table gridlines

- From the Table menu, choose Gridlines.

When table gridlines are displayed, a check mark appears next to the command on the menu.



7

Outlining

Outlining

In This Chapter

Most people are familiar with outlining as it's taught in school—you create headings for key ideas and organize them in relation to one another until you work out a structure for your document. Outline view in Word includes features to ease the task of compiling this sort of traditional outline. Beyond this, and equally important, Outline view is a powerful tool that you can use to reorganize a document—as you draft it or even afterwards, when the document already exits. In this chapter you'll learn how to

- Create and edit an outline.
- Quickly navigate through long documents.
- Organize and restructure a document in Outline view.

Creating an Outline

This section provides step-by-step procedures for creating outlines, including the following tasks:

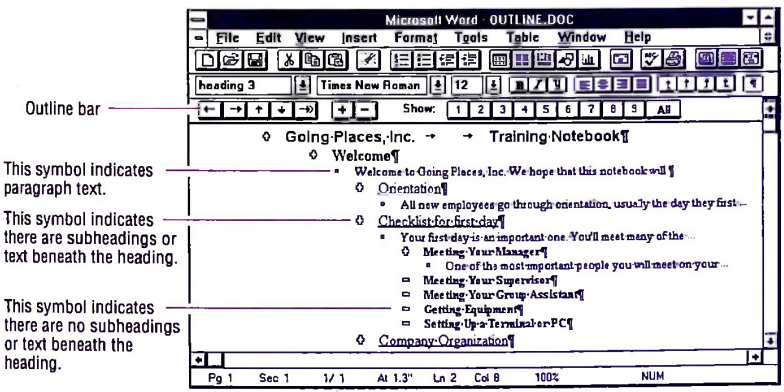
- Viewing an existing document as an outline.
- Typing a new outline.
- Promoting and demoting headings.
- Switching to and from Outline view.

To view an existing document in outline form

When you switch to Outline view, Word indents paragraphs to reflect their respective heading levels and displays symbols to indicate whether subordinate headings or body text follow the headings. Additionally, Word displays the *Outline Bar* in place of the Ruler to help you quickly perform outlining tasks such as changing and displaying various heading levels.

- From the View menu, choose Outline.

  Word displays your document in outline form.



To create an outline

1. From the View menu, choose Outline.
2. Type the text for the heading, then press (Enter).

   A first-level heading is inserted and the insertion point moves to the next line, where you can type the next heading.

3. If the next heading is at the same level, type it.
   –or–
   Do one of the following for each subsequent heading—be sure to press (Enter) after typing each heading or section of text.

To do this	Click this button
Type a heading superior to the preceding heading.	←
Type a heading subordinate to the preceding heading.	→
Type body text for the preceding heading.	→»

Organizing a Document in Outline View

The work you do in Outline view directly affects your whole document. If you type text in an outline, the text becomes part of the document. If you reorganize the document, which you can do quite handily in Outline view by moving headings and their associated subtext, the whole document is reorganized. This section provides step-by-step procedures for organizing your documents with outlines, including the following tasks:

- Selecting all or part of an outline.
- Viewing different heading levels.
- Expanding and collapsing headings.
- Viewing and hiding text in an outline.
- Restructuring your document by moving headings and text.
- Numbering an outline.
- Printing an outline.

To select headings or body text

You need to select a heading before you can promote or demote it to a new level. You also need to select headings or text in order to move them to a new location in your document.

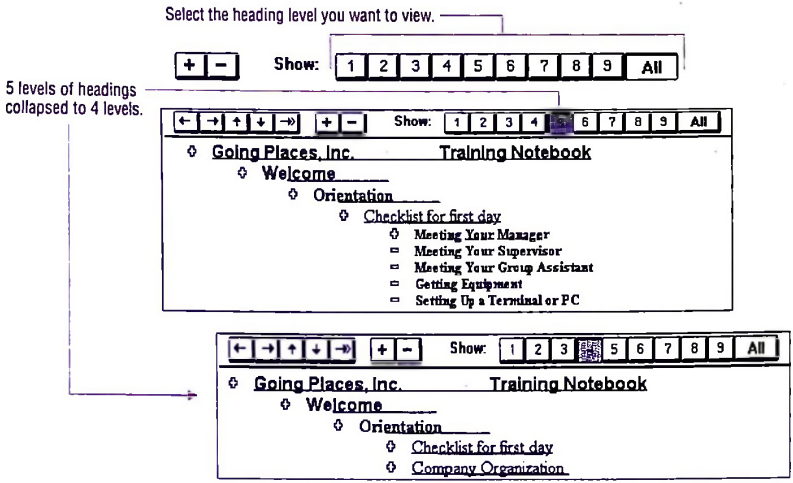
To select	Do this
A single heading	Click the selection bar to the left of the heading.
A single paragraph	Click the selection bar to the left of the paragraph.
A heading with subtext	Click the heading symbol next to the heading.
Consecutive headings	Drag the pointer down the selection bar to the left of the heading. Do not drag a heading symbol as this moves text and does not select it.

To view different heading levels

With Outline view, you can show only selected heading levels—or collapse the outline to view or change the structure of your document. By collapsing headings, you can focus on the general organization and then expand the headings to work on the details. The Show buttons on the Outline bar let you quickly change your outline to display various heading levels.

1. If you are not in Outline view, from the View menu choose Outline.
2. On the Outline bar, click the heading-level button you want to view.

   Word collapses or expands the outline headings and text to display the level you chose.



You can also expand and collapse individual headings—either all at once, or by backing up one level at a time.

Expand button

Collapse button

To collapse or expand headings one level at a time

With Outline view, you can show only selected heading levels, or collapse an outline to view or change the structure of a document. By collapsing headings, you can focus on the general organization and then expand the headings to work on the details.

1. If you are not in Outline view, from the View menu choose Outline.
2. Position the insertion point in the heading you want to collapse.
3. In the Outline bar, click the Collapse button to collapse one level.
   –or–
   Click the Expand button to expand one level.

   Continue collapsing or expanding headings to the level you want. Word displays a gray line under headings with collapsed text.

To collapse or expand all the text under a heading

1. If you are not in Outline view, from the View menu choose Outline.
2. Double-click the heading symbol.

   Word toggles between the expanded and collapsed view each time you double-click.

Show All button

To show or hide text under all headings

1. If you are not in Outline view, from the View menu, choose Outline.
2. Click the Show All button on the Outline bar to show all text.
   –or–
   Press Alt+Shift+A.

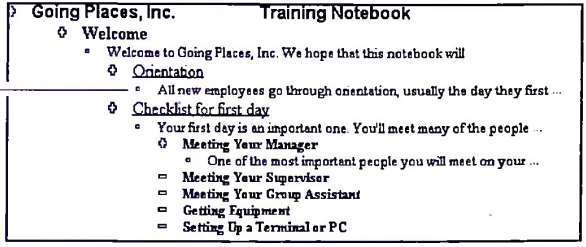
   Click Show All again to hide all text.

To collapse text paragraphs to first lines

To make it easier to concentrate on headings when you work in Outline view, you can collapse text paragraphs so that only the first line is displayed, instead of the whole paragraph.

- Press (Alt)+(Shift)+(F) to switch back and forth between first line and complete paragraph display.

Outline collapsed to first line only. The ellipsis (...) indicates that more text follows.



To move headings and body text in an outline

You can quickly restructure a document by moving headings in an outline. Whether moving headings to a new place or to a new level in the outline, you can easily bring along subordinate headings and body text. If you collapse subtext beneath a heading, it automatically moves with the heading.

1. If you are not in Outline view, from the View menu choose Outline.
2. Drag a heading symbol (or body text symbol), to the new position.

To number an outline

You can number headings using a traditional outline format or one of several other number formats. Word numbers only visible headings. If there are headings you don't want to number—for example, lower-level headings—collapse them before numbering.

1. Select the headings you want to number.

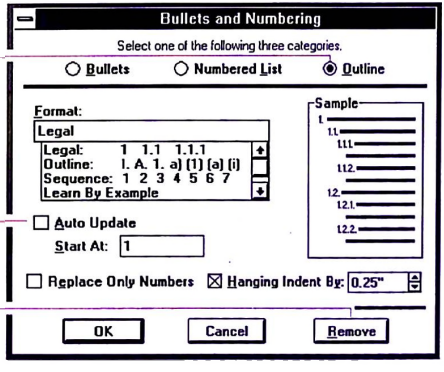
   Usually you will want to exclude the title if it's a first level heading.

2. From the Tools menu, choose Bullets and Numbering.
3. Select Outline.
4. In the Format box, select the numbering scheme you want to use.
5. Choose OK.

Select to apply outline numbers.

Select Auto Update if you want Word to automatically update numbers if you later change the order of your headings.

Choose Remove to remove all outline numbers.



To remove outline numbers

1. Select the headings with the numbers you want to remove.
2. From the Tool menu, choose Bullets and Numbering.
3. Select Outline.
4. Choose Remove.

To print an outline

You print a document from Outline view just as you would in Normal view—with one significant difference. With Outline view, you can control how detailed the printed document will be. Word prints the outline as it appears on the screen, so you can collapse or expand headings and body text to print the entire outline or only selected heading levels. Note that the outline symbols for headings and text do not print.

1. Collapse or expand headings to display as much of the outline as you want to print.
2. From the File menu, choose Print.
3. Choose OK.

8

Making the Most of Word

Making the Most of Word

In This Chapter

Word is a great place to work. The Word menus list commands that automate many tasks, and the Toolbar, Ribbon, and Ruler put commonly used commands and options in easy reach. Additionally, with the glossary and template features in Word, you can design a work environment customized for the kinds of documents you produce. This chapter describes numerous features that will make your work easier and more efficient. In this chapter you'll learn how to

- Save time by storing and reusing text or graphics.
- Create a template (*pattern*) for documents that already contains your formatting.
- Make use of the document templates supplied by Word.
- Customize the commands that appear on the Toolbar and on menus.
- Assign commands to shortcut keys for quick and easy access.

Glossaries: Storing Items for Reuse

A *glossary* stores frequently used text and graphics so that you can quickly insert them in your document with just a few mouse clicks. You can store a long name such as Esmerelda Papathanasiou. Or, if you frequently type, "If you have any questions, please feel free to contact me at my office, Room 227 in Building D," you can store that sentence as a glossary entry and never have to type it again.

This section provides step-by-step procedures for storing and reusing glossary entries, including the following tasks:

- Storing text or graphics as a glossary entry.
- Inserting text or graphics from a glossary entry.
- Editing, deleting, and renaming a glossary entry.
- Printing glossary entries.
- Using a special glossary entry called *Spike*.

To store text or graphics as a glossary entry

A glossary entry can include any amount of data (including text and graphics), limited only by available memory.

1. Select text or graphics from your document for the glossary entry.
2. From the Edit menu, choose Glossary.
3. In the Glossary Name box, type a name for the glossary entry.

   A glossary name can be up to 31 characters in length and can contain spaces. You use this name whenever you insert the glossary entry into your document.

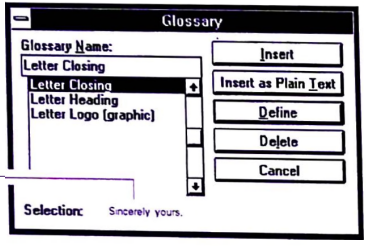
4. Choose Define.

   The Define button is not available if you have not made a selection in your document. If this is the case, close the dialog box, make a selection, and repeat steps 1 through 4.

CAUTION

When you quit Word, if you have created or edited glossary entries, Word may display a message asking if you want to save global glossary and command changes. Choose Yes to keep any changes for later use. If you choose No, Word *discards* any changes or additions you made to the glossary.

The following figure illustrates the Glossary dialog box.



You can read the first few words of any selected glossary entry.

Hint

If you are saving a phrase—for example, a company name—that you insert in sentences, select one blank space after the phrase when you create the glossary entry. Then, when you insert the phrase in a sentence, the blank space you normally insert after typing a word is already there.

To insert text or graphics from a glossary entry

When you insert a glossary entry into a document, Word copies the contents of the entry immediately after the insertion point.

1. Position the insertion point where you want to insert the glossary entry.
2. From the Edit menu, choose Glossary.

   The Glossary command is not available if there are no glossary entries.

3. Type or select the glossary name you want to insert.
4. To insert the entry together with its formatting, choose Insert.
   –or–
   To insert the entry and apply to it the formatting of the surrounding text, choose Insert As Plain Text.

To edit the text in a glossary entry

To keep glossary entries up to date, you can edit or delete them. Before you can edit an entry, you must first insert the glossary entry into a document.

1. Insert the glossary entry into your document.
2. Make any changes you want.
3. Select the altered text or graphics.
4. From the Edit menu, choose Glossary.
5. In the Glossary Name box, type or select the *original* name of the entry.
6. Choose Define.

   If Word prompts you for a storage location, select As Global to make the entry available for documents not based on the current template; select In Template to make the entry available for only documents based on the current template.

7. When Word displays a message asking if you want to redefine the glossary entry, choose Yes.

To rename a glossary entry

Before you can rename a glossary entry, you must insert the entry (text or graphics) into a document.

1. Insert the glossary entry into your document, then select it.
2. From the Edit menu, choose Glossary.
3. Select the old glossary name, and select Delete.
4. In the Glossary Name box, type the new name for your glossary entry.
5. Choose Define to rename the entry and close the dialog box.

To delete a glossary entry

1. From the Edit menu, choose Glossary.

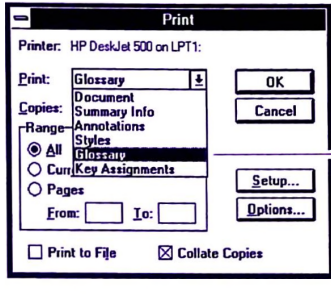
   The Glossary command is unavailable if there are no existing glossary entries and there is no selection.

2. In the Glossary Name box, select the glossary entry you want to delete.
3. Choose Delete.
4. Choose Close.

To print a list of glossary entries

In the Glossary dialog box, you see only the contents of one entry at a time—and, if the entry is too long to fit, only its first few words. However, you can print a list of glossary entries so that you can see all entries in their entirety.

1. Open a document.
2. From the File menu, choose Print.
3. In the Print box, type or select Glossary.
4. Choose OK.



Select to print all glossary entries, including graphics.

To store text or graphics in the Spike

Word provides a special glossary entry called the *Spike*. Each item you store in the Spike is deleted from the document and added to the previous text or graphics stored in the Spike. The Spike is a convenient way to collect text and graphics from various locations in a document and insert them as a group in another location.

1. Select the first item you want to store in the Spike.
2. Press (Ctrl)+(F3) (the Spike key).

   Word cuts the selected item and stores it in the Spike.

3. Repeat steps 1 and 2 to add as many items to the Spike as you want.

To insert the contents of the Spike more than once

This method of insertion does not empty the Spike. The contents of the Spike can be inserted again, just as you insert a regular glossary entry.

1. Position the insertion point where you want to insert Spike.
2. Type `Spike` and press (F3).

   Word inserts a copy of the contents of the Spike. You can also choose Glossary from the Edit menu, then insert the entry named Spike.

To insert and empty the Spike

This method of insertion inserts the contents of the Spike into a document and empties the Spike, leaving it ready to store a new collection of text and graphics.

1. Position the insertion point where you want to insert the contents of the Spike.
2. Press (Ctrl)+(Shift)+(F3).

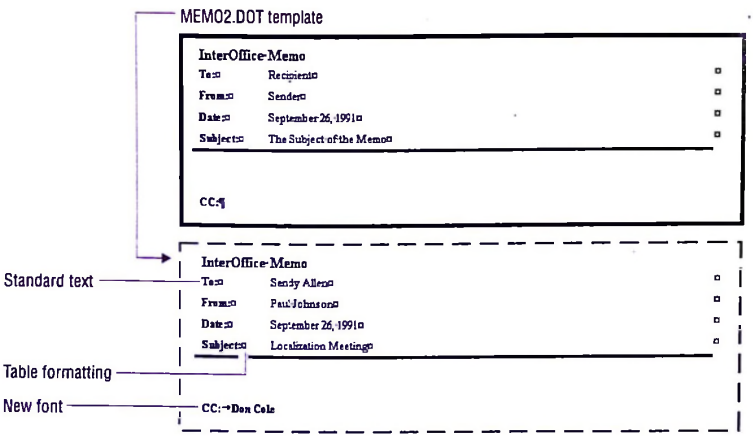
Templates: Creating a Document Pattern

A *template* is a special document that you can use as a pattern to create other documents of the same type. When you create a document based on a template, Word copies the page formatting and paragraph styles from the template to the new document.

The idea behind templates is that while you may create dozens of documents, you generally create only a few different *types* of documents. By providing a storage place for formatting and text that can be used in every document, you no longer have to start from scratch each time you create a document.

This section provides step-by-step procedures for creating and reusing document templates, including the following tasks:

- Creating a new document based on a template.
- Installing a new template.
- Creating a new template.
- Modifying a template.



This new document is based on the MEMO2.DOT template. The paragraph styles, page formatting, and standard text are all copied to the new document.

Word-Supplied Templates

Word provides a number of templates for creating many of the most common kinds of documents. Where possible, these templates are based on widely used, standard formats. The letter template—for example, is based on letter formats described in *Webster's Secretarial Handbook,* 2nd ed. (Merriam-Webster, Inc.,1984).

Your OmniBook includes the following templates:

- a block letter template
- a memo template
- a standard report template
- a normal text template

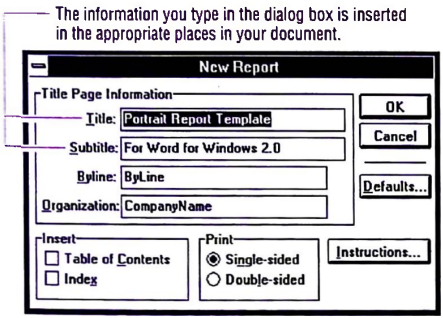
You can use any of these templates as they are, or as starting points for templates of your own design. You can easily modify the appearance of a document based on a standard template by redefining the styles used to format different document elements.

Common Elements in Word-Supplied Templates

All templates supplied with Word share common elements, so once you're comfortable using one template, you'll have a good understanding of how the other ones work as well. Following are some elements you can expect to find in the supplied templates.

An Initial Dialog Box

Many of the supplied templates display a dialog box after you create a new document based on them. For example, when you base a new document on the REPSTAND (standard report) template, Word displays the following dialog box.



The information you type in the dialog box is inserted in the corresponding location in your document. If you're not ready to provide the information the dialog box requests—for example, you may not be sure of the title of your report yet—you can choose the OK button or the Cancel button to close the dialog box. Later, when you're ready to include the information in your document, special template commands to open and edit the template appear at the bottom of the Format menu.

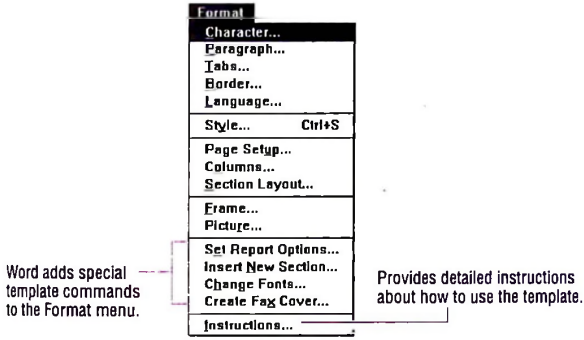
Predefined Styles

All of the supplied templates include styles appropriate for their formats. The names of these styles correspond closely to the elements of the document for which they are intended. For example, the styles defined for the letter template include Date, Salutation, InsideAddress, CompClose, and Signature. By applying these styles to the elements for which they're intended, you can easily create a document with the format for which the template is designed.

Specialized Commands

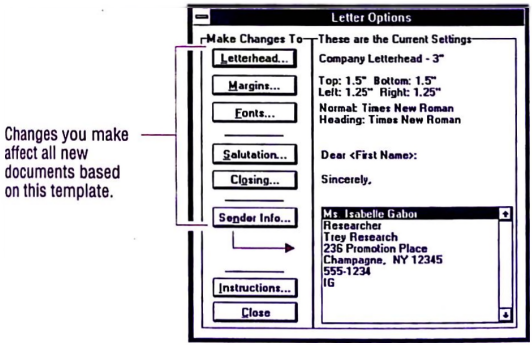
Most of the templates include special commands to help you accomplish tasks specific to the type of document you create with the template. In each template, these additional, specialized commands are listed at the bottom of the Format menu.

The following figure illustrates some of the special template commands.



Commands for Customizing

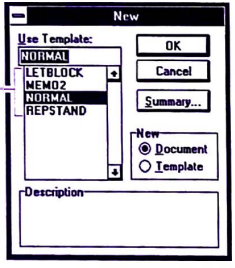
Many templates include a command that provides an easy way to customize basic template settings. For example, the letter template includes a command called Set Letter Options with which you can change the first page header, margins, fonts used in different styles, salutation, and other aspects of the letter.



To create a new document from a template

Every Word document is based on a document template. In fact, it's impossible to create a new document that is *not* based on a template. If you don't select a template when you create a new document, Word bases the new document on the NORMAL template.

When you choose the New command from the File menu, Word displays a dialog box listing the available templates.



1. From the File menu, choose New.
2. In the Use Template box, type or select the template on which you want to base the new document.
3. Choose OK.

To create a new template

1. From the File menu, choose New.
2. Under New, select Template.
3. In the Use Template box, type or select the name of the template on which you want to base the new template.
4. Choose OK.
5. Insert any text you want—adding formatting and styles as you would for any document.
6. From the File menu, choose Save As.
7. Type a name for the new template—don't include an extension.

   Word saves all templates with a .DOT extension.

8. Choose OK to add your new templete to the list of template names.

To modify a template

Once you've created a template and have begun to use it, you may want to fine-tune it in various ways. Perhaps you'd like to change the formatting of text, redefine a style, or add a glossary entry.

1. From the File menu, choose Open.
2. Under List Files of Type, select Document Templates (.DOT).
3. Type or select the name of the template you want to edit, then choose OK.
4. Edit and format the template as you would any document.

   Any text in the template will be inserted into every new document created from the template.

5. From the File menu, choose Save to save the changes to the template.

Customizing the Toolbar

You can customize the Word commands that appear on the Toolbar to better suit your writing and editing needs. You can add features you use regularly, such as commands and dialog box options, and remove features you rarely use. This section provides step-by-step procedures for customizing the Toolbar, including the following tasks:

- Adding a command to the Toolbar.
- Removing a button from the Toolbar.
- Changing the command assigned to a button.
- Resetting a Toolbar button to the Word default.
- Resetting all the Toolbar buttons to the Word defaults.
- Saving the new Toolbar assignments.

To add a command to the Toolbar

In the Options dialog box, you can customize the Toolbar so that it contains buttons for the commands that you use most often. You may notice some differences between the Toolbar on your OmniBook and the standard Word Toolbar on your PC.

1. From the Tools menu, choose Options.
2. Under Category, select Toolbar.
3. Under Show, select Commands.
4. In the Commands box, select the command you want to add to the Toolbar.
5. In the Button box, select a button for the command.
6. In the Tool To Change box, select the space where you want the button to appear.

   You can also choose an existing button if you want to replace a button you seldom use.

7. Choose Change to add the new button to the Toolbar.
8. Choose Close to close the Options dialog box.

The Toolbar

To remove a button from the Toolbar

To remove a button from the Toolbar, you replace the button with a space.

1. From the Tools menu, choose Options.
2. Under Category, select Toolbar.
3. Under Show, select Commands.
4. In the Tool To Change box, select the button you want to remove.
5. In the Commands box, select the first entry, [space].
6. Choose Change to remove the button and replace it with a blank space.
7. Choose Close to close the Options dialog box.

To change the command assigned to a button

1. From the Tools menu, choose Options.
2. Under Category, select Toolbar.
3. Under Show, select Commands.
4. In the Tool To Change box, select the button you want to assign to the new command.
5. In the Commands box, select the command you want to add to the Toolbar.
6. Choose Change to assign the new command.
7. Choose Close to close the Options dialog box.

To reset one Toolbar button

You can reset an individual button to the default assignment originally set by Word.

1. From the Tools menu, choose Options.
2. Under Category, select Toolbar.
3. In the Tool To Change box, select the button you want to reset to the Word default.
4. Choose Reset Tool, then choose Close.

To reset all Toolbar buttons

You can reset all of the buttons on the Toolbar to the Word default assignments.

1. From the Tools menu, choose Options.
2. Under Category, select Toolbar.
3. Choose Reset All, then choose Close.

To save new Toolbar assignments

1. From the File menu, choose Save All.
2. When Word prompts you to save global glossary and command changes, choose Yes.

Customizing Menus and Keys

In the same way that you customize the Word Toolbar, you can customize the commands that appear on your Word menus and the shortcut key-assignments used in Word. Within the Options dialog box, choose Menus to customize menu commands, or choose Keyboard to customize shortcut key assignments. Press F1 (Help) at any time in the dialog box for help with customizing tasks.

9

Adding the Finishing Touches

Adding the Finishing Touches

In This Chapter

Word is a powerful word-processing tool with features that make it easy for you to add the finishing touches to your documents. In the preceding chapters, you've learned a lot about Word's basic editing, formatting, and page-layout features. This chapter describes some of the techniques you can use to give your documents a polished, professional finish. In this chapter you'll learn how to

- Add custom headers and footers to your documents.
- Design and add your own letterheads.
- Quickly and easily create a table of contents.

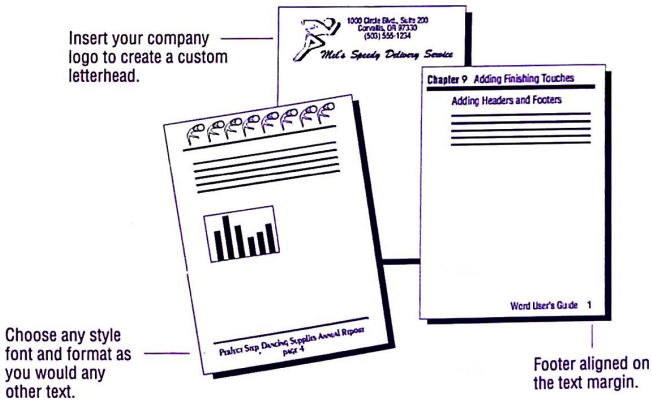
Adding Headers and Footers

A header or footer is descriptive text you print at the top or bottom of every page in your document. Headers and footers can be simple, consisting of the document name and the page numbers. Or, you can create headers and footers that contain a variety of information, multiple paragraphs, and even graphics.

Header text is printed in the top margin of each page of a document or section. Footer text is printed in the bottom margin. Word automatically adjusts the size of the margins to accommodate the text or graphics in the header or footer.

This section provides step-by-step procedures for adding headers and footers to your documents, including the following tasks:

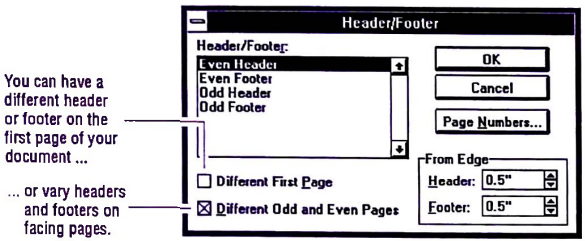
- Creating a personal letterhead.
- Creating headers and footers.
- Putting a unique header or footer on the first page of the document—or putting no header or footer on the first page.



To create a basic header or footer

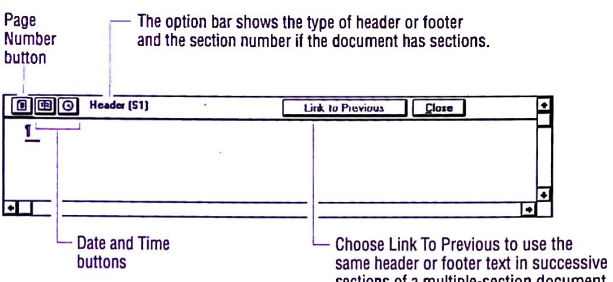
Be sure you are in Normal view before starting this procedure.

1. From the View menu, choose Header/Footer.



2. In the Header/Footer box, select a header or footer, and choose OK.

   Word opens the header or footer *pane.*



3. Type the header or footer text in the pane—you can use character or paragraph formatting as needed.
4. If you want, you can insert any of the following into the header or footer:

To insert	Click this button	Or press these keys
The page number	#	Alt+Shift+P
The current date	1/2	Alt+Shift+D
The current time		Alt+Shift+T

Once you have inserted the page number, date, or time, you can format and move them as you would any other text.

5. Choose Close to create the header or footer and close the pane.

Viewing Headers and Footers

Word does not show headers or footers text in Normal view. You can view headers and footers in Header/Footer view or Page Layout view. You can also see header and footers in Print Preview—though in reduced size.

To design your own letterhead

The main benefits of using your Word document to print your letterhead are that you don't ever have to load letter paper when you print your documents, and, of course, you save on the added expense. With Word you can create a header that contains any kind of information you need, including multiple paragraphs or graphics. For example, you can include the date and author's name in a header or footer for a report. In a brochure or promotional piece, you might include the company logo. The following procedure describes some of the variations you might want to try in your documents.

Be sure you are in Normal view before starting this procedure.

1. From the View menu, choose Header/Footer.
2. In the Header/Footer box, select a header or footer.
3. Try some of the variations listed below.

To insert your company logo

1. From the Insert menu, choose Picture.
2. Type or select the name of the graphic file.
3. Choose OK to insert the graphic.

To create side-by-side paragraphs

1. Click the Table button on the Toolbar.
2. Create a single row, two-column table.
3. Type the appropriate text in each cell and format as you like.

To center- or right-align the header

1. Position the cursor *in front of* the text you want to align.
2. Press [⇥] once to center, or twice to right align.

Hint

You can also create your header as a document and then insert the file in the header. This is sometimes easier when you need a larger display for working with graphics or multiple paragraphs.

To edit or format a header or footer

You edit header or footer text as you do any other text. To apply such formatting as bold or italic, or to use a different font, use the Ribbon or the Character command on the Format menu.

Be sure you are in Normal view before starting this procedure.

1. From the View menu, choose Header/Footer.
2. In the Header/Footer box, select a header or footer.
3. Choose OK.
4. In the header or footer pane, edit and format the text as you would any other text.

   If you want to delete the page number, date, or time, first select it, and then press [Del].
5. Choose Close to close the pane.

Hint

You can also use Page Layout view to edit or format header and footer text. From the View menu choose Page Layout, and then scroll up to the header or down to the footer. Edit or format the text as you usually do. Word automatically changes all headers and footers in the document to match your changes.

To delete a header or footer

Be sure you are in Normal view before starting this procedure.

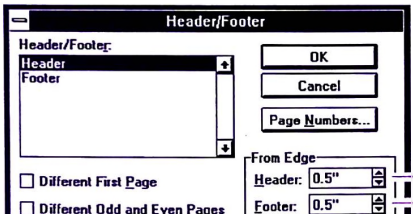
1. From the View menu, choose Header/Footer.
2. In the Header/Footer box, select a header or footer.
3. Choose OK.
4. Delete all the text within the pane.
5. Choose Close to close the pane.

You cannot delete the last paragraph mark in the header or footer pane. This paragraph mark may contain formatting information, such as that for a border.

To position headers or footers vertically

Be sure you are in Normal view before starting this procedure.

1. From the View menu, choose Header/Footer.
2. Select the header or footer you want to position.
3. In the From Edge box, type or select the distance from the edge of the page
4. Choose OK.



Type or select the distance from the top or the bottom of the page.

To position headers or footers horizontally

Be sure you are in Normal view before starting this procedure.

1. From the View menu, choose Header/Footer.
2. Select the header or footer you want to position.
3. Choose OK.

   Word opens a header or footer pane.

4. Select the header or footer text.
5. From the Format menu, choose Paragraph and then select the indentation, spacing, or tab options to change the horizontal position of the header or footer.

To print a different header or footer on the first page

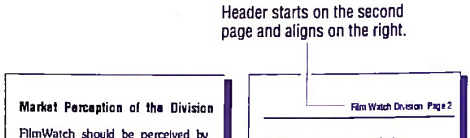
By default, Word prints the same header or footer on every page in the same position. For some documents, you may want to change this. Be sure you are in Normal view before starting this procedure.

1. From the View menu, choose Header/Footer.
2. Select the Different First Page check box.
3. In the Header/Footer box, select First Header or First Footer, and then choose OK.
4. Type the text you want for the header or footer on the first page.
5. Choose Close in the header or footer pane.

To omit the header or footer on the first page

Be sure you are in Normal view before starting this procedure.

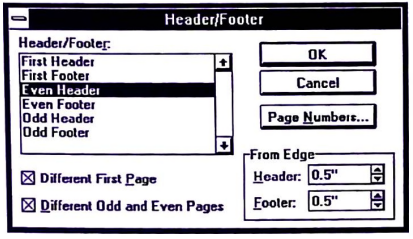
1. From the View menu, choose Header/Footer.
2. Select the Different First Page check box.
3. In the Header /Footer box, select First Header or First Footer, and then choose OK.
4. Choose Close in the header or footer pane.



To change headers or footers on even and odd pages

Be sure you are in Normal view before starting this procedure.

1. From the View menu, choose Header/Footer.
2. Select the Different Odd And Even Pages check box.
3. In the Header/Footer box, select Even Header or Even Footer, and then choose OK.
4. Type the even header or footer text.
5. From the View menu, choose Header/Footer.
6. In the Header/Footer box, select Odd Header or Odd Footer, and then choose OK.



7. Type the odd header or footer text.

   Note that the odd header or footer will override any first page headers or footers you created previously.

8. Choose Close to close the header or footer pane.

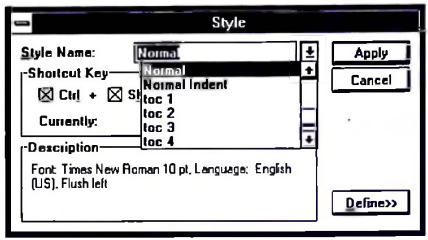
Adding a Table of Contents

The simplest way to create a table of contents is to apply a heading style for each heading, subheading, caption, or other text you want in the table of contents. Then let Word compile the table of contents automatically.

If you've already applied standard heading styles to the headings and subheadings in your document, you're ready to compile the table of contents. If you haven't applied styles, see the next topic.

To apply heading styles

1. Select a paragraph in your document that you want to be an entry in the table of contents.
2. From the Format menu, choose Style.



3. Select a heading style from the list.

   If the style is not listed, *with the list box open*, press Ctrl+Y to view all available styles. You can press Ctrl+Y again to hide them.

4. Choose Apply to apply the style to the selected text and close the dialog box.

   The name of the style applied to the selected paragraph is displayed in the Style box at the far left end of the Ribbon.

To create a table of contents

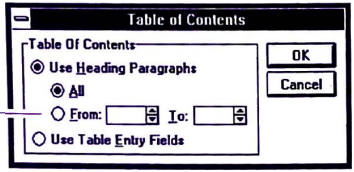
You can use your headings to quickly and easily create a table of contents. It's a good idea to wait until you are ready to print your final document before compiling a table of contents. Page numbers can vary if you add or delete text, or change formatting.

1. Apply heading styles throughout your document.
2. Position the insertion point where you want the table of contents.

   For example, if you want the table of contents to be placed immediately before the first page of your document text, position the insertion point at the very beginning of your document.

3. From the Insert menu, choose Table of Contents.

   Word displays the Table of Contents dialog box.



You can specify how many heading levels to include in the TOC.

4. Select the Use Heading Paragraphs option and the All option.
5. Choose OK.
6. From the Insert menu, choose Table of Contents.
7. Select or type the range of heading levels.
   –or–
   Select All to include all heading levels in the table of contents.
8. Choose OK.

   If you want to cancel the creation of the table of contents in progress, press (Esc).

To add leader tabs to your document

You may want to use leader characters (like the dots in a table of contents) in other parts of your document. You can use the following procedure to insert a leader line anywhere.

1. From the Format menu, choose Tabs.
2. In the Tab Stop Position box, type a length for the leader line—for example, type `6in` for a 6-inch leader line.
3. Under Leader, choose a line style, then choose OK.

   Now, whenever you press (Tab), Word inserts the leader line. To change back to normal tabs, open the Format menu again and choose None under Leader.

To update a table of contents

Ordinarily, you complete a table of contents after you have finished a document. However, if you then make changes to the document that affect how pages break—for example, adding or deleting text—you can compile the table of contents again.

1. From the Insert menu, choose Table of Contents.

   Word asks if you want to replace the existing table of contents.

2. Choose Yes to update and replace the table of contents.
   –or–
   Choose No to cancel the command without changing the table of contents.

When you compile a table of contents, Word formats it for you. If you want a different look for the table of contents, you can change the character formatting by using the Ribbon or the Character command on the Format menu.

Hint

If page numbering is the only thing that has changed in your file, you can quickly update the table of contents by positioning the cursor in the table of contents, then pressing (F9).

To number the table of contents

If you want your table of contents numbered as part of your Word document, you must update the table of contents.

1. Create the table of contents at the *beginning* of the document.
2. Position the pointer in the table of contents, then press (F9).

10

Sharing Data with Other Applications

Sharing Data with Other Applications

In This Chapter

Applications are now available that help you create graphs, drawings, worksheets, text documents, slides, electronic mail, and charts—to name only a few. Word provides a number of very powerful tools that allow you to draw all of these separate kinds of information together into an integrated document. And you can keep the information current and correct with very little effort. In this chapter you'll learn how to

- Add custom graphics to your documents.
- Polish your presentation by formatting graphics.
- Link a Word document to a file in another application.
- Embed data from another application in your documents.

Importing Graphics

When you want to use a graphic created with another applications in a Word document, you must first import it into Word. Next, you can *scale* or *crop* the graphic to suit your document. Finally, you can position it precisely on the page. This section provides step-by-step procedures for adding graphics to your documents, including the following tasks:

- Importing a graphic
- Installing a filter for a new type of graphic.
- Scaling, cropping, and adding borders to a graphic.
- Positioning a graphic on a page.

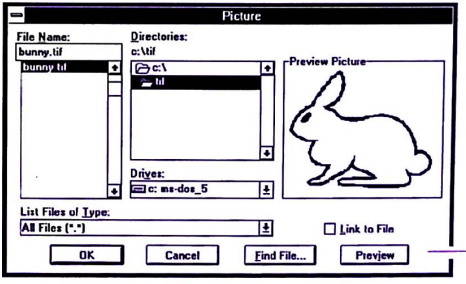
To import a graphic

1. Position the insertion point where you want the graphic to appear.
2. From the Insert menu, choose Picture.
3. Under List Files Of Type, select the type of graphic you want to import.

   Microsoft Word for Windows 2.0c on your OmniBook can import the following types of graphics: BMP, PCX, WMF, TIF, and WPG. If you want to import another graphic, first convert it to one of these types, or use the following procedure, "To install a graphic filter."

4. In the File Name box, select a graphic file to import, then choose OK.

If the file you want is not listed, select the correct drive and directory.



Choose Preview to view a selected graphic before you import it.

To install a graphic filter from your PC

If you need to import a graphic with a format not currently available on your OmniBook, you have two options: use a graphics application to convert the graphic to a type available on you OmniBook, or install a different graphic filter from your PC Word disks.

1. Connect and establish a link between your OmniBook and your PC.

   If necessary, see chapter 2, "Setting Up a PC Connection," in the OmniBook *Operating Guide*.

2. Insert the Word Setup disk in your PC's floppy drive.

   Complete all of the following steps from your OmniBook.

3. Optional: Use File Manager to copy the file \WINDOWS\SYSTEM\SHELL.DLL from the PC's hard disk to the OmniBook directory C:\WINDOWS\SYSTEM. You need to do this only once.

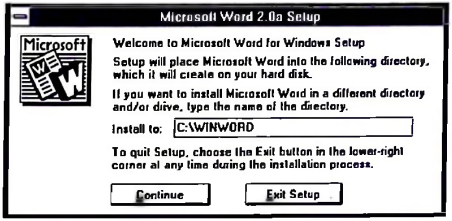
   For example, if the LapLink Remote status indicator shows `h»c`, then copy the file H:\WINDOWS\SYSTEM\SHELL.DLL to drive C. By copying this file, you will avoid one or more misleading error messages while running the Setup program.

4. In Program Manager, from the File menu choose Run.
5. In the Command box, type *drive*`:setup`, substituting the OmniBook drive that corresponds to drive A on the PC.

   For example, if the LapLink Remote status indicator shows `f»a`, then type `f:setup`.

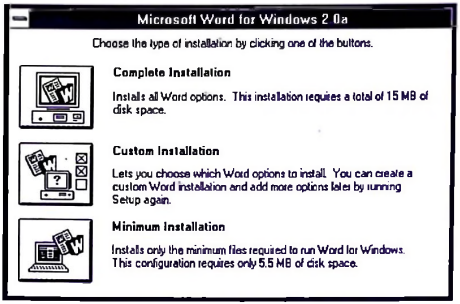
   If you do not remember which drive OmniBook recognizes as your floppy drive, press [Fn]+[F6] to display the Status Panel. If the LapLink Remote indicator is not displayed, double-click the status panel.

6. If c:\winword is not displayed in the Install To box, type it and choose Continue.

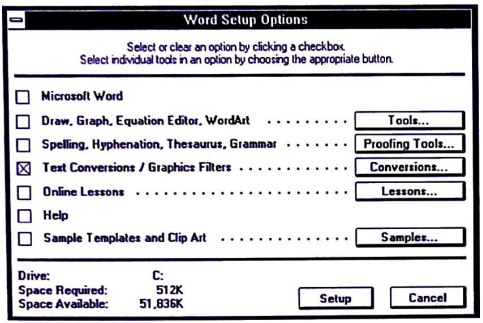


If you get a message about an existing version of Word, choose Continue.

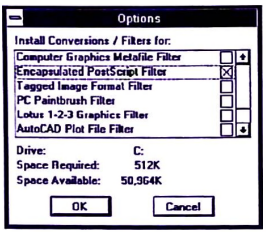
7. Choose Custom Installation.



8. Clear all boxes except Text Conversions/Graphics Filters, then choose Conversions.



9. Clear each box to select only the filter you want to install, and choose OK.



10. Choose Setup to start the installation.
11. When prompted, insert the required disk and choose OK.
12. Choose OK to end the Setup program.

To scale a graphic

You can easily scale (resize) a graphic in Word. By scaling a graphic, you can enlarge or reduce the size of the graphic. Word "remembers" the way a graphic looked before you scaled or cropped it so that you can later restore it to its original size.

1. Click the graphic to select it and display the sizing handles.
2. Drag one of the handles to resize the graphic. As you drag a handle, Word displays the percentage of the graphic's original size in the status bar at the bottom of your screen. If you want to check the current size of the graphic, you can choose the Picture command from the Format menu.

Graphic that is not selected

Selected graphic

Dragging a corner handle scales the graphic proportionally.

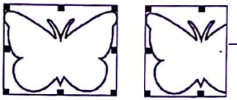
Dragging a top, bottom, or side handle stretches the graphic.

To crop a graphic

By cropping, you can leave the actual image in its original size, while hiding the portions you don't want to display or print.

1. Click the graphic to select it and display the sizing handles.
2. Hold down [Shift] and drag one of the handles to trim the graphic.

   Holding down [Shift] and dragging a top, bottom or side handle changes the width or height of the picture. Holding down [Shift] and dragging a corner handle, maintains the proportional width and height of the picture.



Cropped graphic

To restore a graphic to its original size

1. Click the graphic to select it.
2. From the Format menu, choose Picture.
3. Choose Reset.
4. Choose OK.

   The graphic returns to its original size.

To frame an element for special layout

As you work in your document, the text, graphics, and other items you insert are normally displayed and printed one after another. On occasion, you may want an item to appear elsewhere in the page layout. For example, you might want to print headings in the left margin, or center a table or a graphic on the page with text flowing around it. To do this, you must frame the element.

Frame button

1. If you are not in Page Layout view, from the View menu choose Page Layout.
2. Select the graphic you want to frame.
3. On the Toolbar, click the Frame button.
   -or-
   From the Insert menu, choose Frame. Word inserts a frame with eight sizing handles around the selection. The framed graphic remains selected. In fact, you may not even notice the addition of a frame if the element was already selected. If you move the mouse pointer over the framed element, it changes to a four-headed arrow indicating a frame.

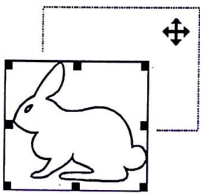
To move a framed element

While you can move text or a graphic without framing them, you cannot fix its position on the page. This requires a frame. You can position virtually any item in your document by enclosing it in a frame and moving it around the page. You can also insert and size an empty frame as a place holder.

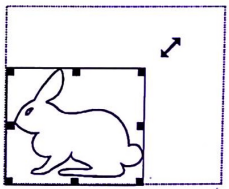
Word uses two different mouse pointers when you are working with frames. You can use the double-headed arrow to size a frame or the four-headed arrow to select or move a frame.

1. If you are not working in Page Layout view, from the View menu choose Page Layout.
2. Select the framed element.
3. Move mouse pointer over the frame until the pointer becomes a four-headed arrow.
4. With the four-headed arrow, drag the frame to a new position.

   A dotted frame indicates the position of the frame as you drag it. The contents of the frame move when you release the mouse button.



Four-headed arrow moves the graphic



Double-headed arrow resizes the graphic

To delete a frame

When you remove a frame, you also remove the place holders positioning the element on the page. The contents of the frame move back in line with the preceding and following text.

1. If you are not working in Page Layout view, choose Page Layout from the View menu.
2. Click anywhere within the frame.
3. From the Format menu, choose Frame.
4. Choose Remove Frame.

   Word removes the frame markers indicating that the frame has been removed. If you've applied borders, the borders remain.

To add a border to a graphic

You can set off a graphic from the surrounding text by applying a border to it.

1. Click the graphic to select it.
2. From the Format menu, choose Border.
3. Under Preset, select Box or Shadow.
4. Under Line, select a line style.
5. Choose OK.

For more information about borders, see "To add borders to paragraphs, tables, or graphics" on page 3-12.

Importing Data from Other Applications

Word provides two basic ways to incorporate data from other applications: linking and embedding. Linking and embedding are both based on Word's standard method of exchanging information. First, you select information in the *source* document and use the Copy command to place it on the Clipboard. Then, in the *destination* document, you position the insertion point at the desired location and use the Paste Special command to link or embed the information.

If you link files, Word can automatically update the information with any changes that occur in the original. Alternatively, if you embed the same information, it becomes part of your Word document and there is no link to the original file. The primary difference between linking and embedding is the location where the actual data is stored. The information in a link is stored outside of the active file in the source document. Embedded information, however, is stored directly in the destination document. Keep this difference in mind when deciding whether to link or embed information. If you want to use the information in one document only, it's better to embed; in most other cases, it's better to link.

This section provides step-by-step procedures for importing data from other applications into your Word documents, including the following tasks:

- Switching between applications.
- Creating or updating a link.
- Embedding an object.
- Editing an embedded object.
- Canceling a link or an embedded object.

To switch between applications

When you are linking and embedding data, you need to switch between applications.

- Press and hold (Fn), then press the function for the application you want to see.

To link to a Microsoft Excel worksheet

This procedure describes how to link a Microsoft Excel worksheet to your Word document. For this example, the worksheet data appears as a table in Word so you can format its appearance. You use the same procedure, however, to create links from source files in other applications—or other Word documents. Be sure to save the file you're copying from before beginning this procedure.

1. Switch to the *source* application (in this case, Microsoft Excel).
2. Open the Microsoft Excel worksheet you want to link.
3. Select the cells you want to link, then copy them to the Clipboard.
4. Switch to the *destination* application (in this case, Word).
5. Open the Word document in which you want to create the link.
6. Position the insertion point where you want to insert the Microsoft Excel data.
7. From the Edit menu, choose Paste Special. Word selects a default type of data.
8. Choose Paste Link.

Linking Objects

If the Paste Link button is not available, you may have selected an incorrect data type—or the application from which you copied the information may not support object linking or embedding. You can still choose the Paste button to insert the information into your document just as if you had chosen Paste from the Edit menu.

To update a link manually or automatically

After making changes to a linked source file, you will want to update it in your Word document.

1. In your source file, make any changes you want and save the file.
2. Switch to the destination document.
3. From the Edit menu, choose Links.
4. In the Links box, select the links you want to update.
5. If you want Word to update your links *automatically*, under Update, choose Automatic.

   You can select more than one link and update them all at the same time. To do this, hold down [Ctrl] as you click each link you want to update.

6. Choose Update Now.

To cancel a link

When you cancel a link, the linked information remains in your document, but you can no longer update it.

1. Switch to the destination document.
2. From the Edit menu, choose Links.
3. Select the link you want to cancel.
4. Choose Cancel Link.

   Word displays a message asking you to confirm the cancel.

5. Choose Yes.

To embed a Microsoft Excel worksheet

This procedure describes how to embed a Microsoft Excel worksheet in your Word document. For this example, the worksheet data is formatted using Microsoft Excel. You use the same procedure, however, to embed information from source files in other applications—or other Word documents. Be sure to save the file you're copying from before beginning this procedure.

1. Switch to the *source* application (in this case, Microsoft Excel).
2. Open the Microsoft Excel worksheet you want to embed.
3. Select and copy the cells you want to embed.
4. Switch to the *destination* application (in this case, Word).
5. Open the document in which you want to embed the object.
6. Position the insertion point where you want to embed the copied object.
7. From the Word Edit menu, choose Paste Special.
8. In the Data Type box, select the type that includes the word "object."

   This is usually the first or second entry in the list. If this format is not in the list, the source application does not support embedding.

9. Choose Paste.

To cancel embedding

Because the objects you embed include the information necessary to create them, embedding increases the size of your files. You can reduce your file size by changing the object to a picture. This means that the object remains in your document, but you can no longer edit it by double-clicking it. However, you can still scale, crop, or format it using Word commands.

1. Select the object in your Word document.
2. Press [Ctrl]+[Shift]+[F9].

To create an embedded Microsoft Excel worksheet

1. Open your Word document.
2. Position the insertion point where you want to insert the worksheet.
3. From the Insert menu, choose Object.
4. Select Microsoft Excel Worksheet, and choose OK.

   Word displays a new worksheet.

5. Enter your data in the worksheet.
6. From the File menu, choose Update to save the worksheet in your Word document.
7. If desired, close and save the worksheet.
8. Switch back to your Word document.

   The worksheet appears in your document at the insertion point.

To edit a linked or embedded object

1. Double-click the object you want to edit—for example, a graphic file or a Microsoft Excel chart.

   Word opens a window for the application you used to create the object.

2. Make the changes you want to the object.
3. From the File menu, choose Update.
4. If necessary, close the application window.

   You can now switch to your destination application to view the changes.

11

Word for Windows Reference

Word for Windows Reference

In This Chapter

Once you're familiar with Word menus, you'll find that there are many mouse and keyboard shortcuts that let you perform tasks more quickly. This chapter provides a quick reference to some of Word's mouse and keyboard shortcuts, including the following topics:

- Toolbar commands.
- Function-keys shortcuts.
- Formatting shortcuts.
- Mouse shortcuts.

Toolbar Commands

The Toolbar is displayed across the top of the application window, just below the menu bar. Use it for quick, mouse access to many tools used in Word.

The Toolbar

Click this button	To do this
	Create a new file based on the Normal template.
	Open an existing file. Word displays the Open dialog box in which you can locate and open the file you want.
	Save the active file with its current name. If you have not named the file, Word displays the Save As dialog box.
	Remove selected text and graphics from the file and store them on the Clipboard.
	Copy selected text and graphics and store them on the Clipboard.
	Insert the Clipboard contents at the insertion point.
	Reverse the last editing or formatting action. Note that you cannot undo some actions.
	Number selected paragraphs.
	Place a bullet in front of each selected paragraph.
	Move selected paragraphs to the left, to the previous tab stop.

Click this button	To do this
	Move selected paragraphs to the right, to the next tab stop.
	Insert a table. To select the number of rows and columns you want, drag the mouse down and across the sample table.
	Format the active section of your document in one or more columns. To select the number of columns, drag the mouse over the columns, which expand as you drag the mouse.
	Place a frame around selected text, tables, or graphics, or insert an empty frame if you have no selection.
	Help create an envelope that prints with the active document.
	Check the spelling of the entire document, or check the spelling of a selection if you have selected text.
	Print all pages of the active document.
	Display the document in page layout view, reduced to show an entire page on the screen.
	Display the document at full size in Normal view.
	Display the full width of a page.
	Insert a standard Microsoft Excel graph (stacked columns) into your Word document.

Function Key Shortcuts

You can use the function keys on your keyboard to perform many tasks faster. The following table lists some of the most popular function-key shortcuts.

	To do this	Press these keys
F1	Get help for the selected command, open dialog box, or message.	F1
	Get help on a command or a region of the screen.	Shift+F1
	Notice that the pointer becomes a question mark when you choose this option. Move the question mark pointer to the area of the screen, or to the command, about which you need help.	
	Increase the font to the next larger available size.	Ctrl+F2
	Decrease the font to the previous available size.	Ctrl+Shift+F2
F3	Cut selected text or graphics to the Spike.	Ctrl+F3
	Insert text or graphics from and clear the Spike.	Ctrl+Shift+F3
	Change the case of selected letters—first to lower case, then all upper case, and finally mixed case.	Shift+F3
F4	Repeat the previous command.	F4
	Close the application window.	Alt+F4
	Close the active document window—Word prompts you to save your work.	Ctrl+F4
	Repeat the Find or Go To command.	Shift+F4
F5	If you have multiple pages in your document, go to a page you specify in the status bar at the bottom of your screen.	F5

	To do this	Press these keys
F6	If you have multiple files open, go to the next document window.	Alt+F6
	If you have multiple files open, go to the previous document window.	Alt+Shift+F6
F7	Check the spelling of selected text.	F7
F12	Open a file.	Ctrl+F12
	Print a file.	Ctrl+Shift+F12
	Save a file.	Shift+F12
	Save a file with Save As.	F12

Formatting Shortcuts

The following table lists formatting shortcuts. When applying character formatting, be sure to select the text before applying the format. When formatting paragraphs, be sure that the insertion point is in the paragraph you want to format.

	To do this	Press these keys
Paragraphs	Single-spaced text	Ctrl+1
	Double-spaced text	Ctrl+2
	One-and-one-half-spaced text	Ctrl+5
	Justified paragraph	Ctrl+J
	Centered paragraph	Ctrl+E
	Left-aligned paragraph	Ctrl+L
	Right-aligned paragraph	Ctrl+R
	Apply a style	Ctrl+S+(style name)
Characters	Bold	Ctrl+B
	Italic	Ctrl+I
	Underline	Ctrl+U
	Word Underline	Ctrl+W
	Double Underline	Ctrl+D
	Small Caps	Ctrl+K
	All Caps	Ctrl+A
	Hidden Text	Ctrl+H
	Subscript (3 points only)	Ctrl+=
	Superscript (3 points only)	Ctrl+Shift++
	Change to upper case/lower case/mixed case	Shift+F3
	Remove character formatting	Ctrl+spacebar

Mouse Shortcuts

The following table lists mouse shortcuts that let you quickly open various dialog boxes and select text.

To open this	Double-click
Tabs dialog box	Any tab stop.
Paragraph dialog box	Anywhere on the upper half of the Ruler.
Go To dialog box	In the status area—lower-left corner of the Word window.
Options dialog box	Anywhere on the Toolbar except a button.
Page Setup dialog box	The corners of the page outside the margins in Page Layout view.
Character dialog box	Anywhere on the Ribbon except a button or a box—such as to to right of the ¶ mark.
Current window into two parts.	The split box—the dark area directly above the vertical scroll bar.

To select this	Do this
A word	Point to the word and double-click.
A sentence	Hold down [Ctrl] and click anywhere in the sentence.
A line	Click in the left margin next to the line.
A paragraph	Double-click in the left margin next to the paragraph.
An entire document	Hold down [Ctrl] and click in the left margin.

12

If Things Go Wrong

If Things Go Wrong

In This Chapter

If you run into problems using Word for Windows on your OmniBook, you can use the suggestions in this chapter for getting back on track. Also check the contents and index for references for related information.

If you have questions that may not be limited to Word, see the OmniBook *Operating Guide*, especially chapter 11. For example, printer problems are discussed in detail there.

If you have questions that the OmniBook manuals don't answer, you can check these additional sources:

- Look at the Word for Windows online Help.
- See other books about Word for Windows, such as those listed under "Finding Other Learning Sources" in the introduction.
- Contact Hewlett-Packard at the address or phone number on the inside back cover of this manual.

Problem-Solving

Throughout the following sections you'll find descriptions of common Microsoft Word problems as well as suggestions for overcoming them. These problem-solving sections are dividing into the following topics:

- File management.
- Formatting.
- Printing.
- Page layout.
- Tables.
- Outlining.
- Headers and footers.
- Tables of contents.
- Linking and embedding data.

File Management

If you need to recover lost work

While you work in Word, problems with your power source, operating system, or software may occasionally cause you to lose your work. The most important precaution against losing work is to save it frequently.

Word contains two features to help you prevent or minimize loss: the Backup option and the Automatic Save option. The Backup option automatically creates a backup file every time you save a document. The Automatic Save option automatically saves your document at regular intervals as you work. If you use these options, you can usually recover most of your work if a document is accidentally deleted, changed, or damaged. Word saves all backup copies with the .BAK extension. Each new backup overwrites the previous version. To save a file automatically, see "To protect your work" on page 2-8. To create a backup copy, complete the following steps:

1. From the Tools menu, choose Options.
2. In the Category box, select Save.
3. Under the Save options, select Always Create Backup Copy.
4. Choose OK.

If the file type you need to convert is not listed

- Convert the file on your PC.
  -or-
  Install the converter on your OmniBook.

If the file you want to open doesn't appear in the Open File dialog box

- Change the directory or drive in the dialog box.
- For a non-Word file, select a different file type.

If Word tells you that your file name is not valid

Word files must be named following the same rules that apply to Windows and MS-DOS. A file name can be a maximum of eight characters followed by an optional extension of up to three characters. The name must start with a letter or number and can contain any characters except / [ ] ; . , " \ : | or space. The file name and extension are separated by a period.

- Make sure that you have typed a legal file name.

If you can't open a file from a different version of Microsoft Word

- Microsoft Word for Windows 2.0c on your OmniBook automatically converts Word for Windows 1.0 files for you.
- If you want to open a file created with the MS-DOS version of Word, first convert it to a Word for Windows file on another PC running Word for Windows. Or, use another word-processor to save the file as Text Only. If you choose Text Only, you'll need to reformat.

Formatting

If only one font is available

If only one font appears in the Font box, you may not have a default printer selected. You choose the active printer in the Windows Control Panel. For information on selecting a printer, see chapter 3, "Setting Up a Printer," in the OmniBook *Operating Guide*.

If Word can't display fonts due to low memory

The font display in Word is limited by available memory, the sizes available in the selected printer driver, and the type of font: fixed or proportional. If Word displays a low-memory message, save your documents, and restart Word. Then do one or more of the following:

- From the Tools menu, choose Options. Then, clear the Line Breaks And Fonts As Printed box.
- Use fewer fonts and point sizes in your open documents. Note that if you do not resolve the problem, Word may substitute Windows fonts for some or all of the fonts installed on your printer.
- Remove any fonts you've added but no longer use. You can't remove built-in fonts. For instructions on removing fonts, see chapter 9, "Control Panel—Changing the Configuration," in the *Operating Guide.*

Printing

For printing and printer problems problems, see "Printing" in chapter 11 of the OmniBook *Operating Guide.*

Page Layout

If unwanted page breaks occur midpage

Automatic page breaks that occur in the middle of a page can be caused by any of several feature settings. The following table lists some common causes of the problem and suggests solutions.

Possible cause	Suggested solution
A special paragraph format, such as Page Break Before, Keep With Next, or Keep Lines Together, may have been applied.	Check the paragraph just after the unwanted page break for paragraph formats such as these. From the Format menu, choose Paragraph, and then clear the unwanted options.
Section breaks may have been applied with the Next Page option selected under Section Break.	If you don't want a page break at the section break, from the Format menu, choose Section Layout. Under Section Start, select Continuous.

If the Break command is not available

If you frame an item and then specify a position for it, you cannot insert a page or section break in the middle of the item.

Tables

If your table text is cut off at the bottom of the page

If you type more text in a cell that will fit on a single page, the text that exceeds the page is not printed. You can insert a new row immediately after the place where you want the page to break, and then move some of the text to the new row so that Word can insert a page break between the rows.

If text is not visible or is displayed in one long vertical column

Most likely, the text indents are not in proportion to the width of the cell. For example, if the cells of the table are 2 inches wide and the text in the cells has 1-inch left and right indents, the cells have no room for the text. Use the following procedure to remove the indents from the text in all cells.

1. From the Table menu, choose Select Table.
2. From the Format menu, choose Paragraph.
3. Under Indentation, type 0 (zero) in the From Left, From Right, and First Line boxes.
4. Choose OK.

   Word realigns all indents with the cell boundaries, allowing the text to wrap properly in the cells.

Outlining

If Word displays your headings as body text

Only styles named "heading 1" through "heading 9" are displayed as headings. You can redefine one of these if you need a new heading style.

1. Format your heading as you like and select it.
2. In the Style box, choose the style you want to redefine (1 through 9).
3. Click on a blank space in the document window.
4. When Word prompts you, choose Yes to redefine the heading style.

Headers and Footers

If your header or footer pane doesn't open

The header or footer pane opens only when you are working in Normal view. If you don't see the header or footer pane, you may be in Page Layout view.

- To switch to Normal view, from the View menu choose Normal.

If the Header/Footer dialog box doesn't list all header or footer types

If the Header/Footer box doesn't list all of the header or footer types you've added to your document—Even Header, Odd Header, and others—you may not be in Normal view.

1. To close the dialog box, choose Cancel.
2. From the View menu choose Normal, and then open the Header/Footer dialog box again.

If you can't print headers or footers in the text area

Unless you specify otherwise, Word prints headers and footers in the margin and adjusts the margin to accommodate them. If you want to print the header or footer to overlap the text area, you need to set the margin so Word won't adjust it.

1. From the File menu, choose Print Preview.
2. Choose Margins, and then hold down (Shift) while you drag the header or footer into the text area.

Tables of Contents

If some lines in your table of contents are spaced too far apart

There are several possible causes for this problem.

- Word displays the page number for the first line of text in the window; you may be looking at portions of two pages. Check the first line of text at the top of the document window. For example, the first line in the window may be on page 3, with the page break just below it and the rest of the text on page 4.
- You have made changes to your document—for example, added or deleted text—and you need to update it. To update the document, from the Tools menu choose Repaginate Now.
- Select the page number in the header or footer, and press (F9) (the Update Field key).

If some words in your table of contents are spaced too far apart

This can occur if you are using a proportional-space font or justified alignment for the table of contents style. The spacing between characters varies when you use a proportional-space font, and justified alignment adds extra space between words to make the right end of the line even with the right paragraph. To correct the situation, use tabs to separate the table of contents number from the text.

If the spacing of the leader dots in your table of contents differs from line to line

The spacing of the dots in a leader may differ from line to line when the tab character is formatted with a proportional-space font. You can make the space between dots equal by formatting the tab characters in the table of contents with a monospace font (such as Courier) and using normal character spacing. The space between the dots may be larger than the space between characters in the proportionally spaced text, but the distance between each dot on each line will be the same.

1. Select the lines in the table of contents you want to change.
2. Click on the down arrow next to the Font box on the Ribbon.
3. Choose Courier.

If page numbers in your table of contents don't match the page numbers in your document

If your table of contents is more than one page long, you may need to update it. For instructions, see "To update a table of contents" on page 9-13.

You may have page or section breaks that are formatted as hidden text. To clear hidden text, complete the following steps:

1. From the View menu, choose Options.
2. Clear the Hidden Text and All check boxes.
3. Choose OK.

Linking and Embedding

If Word cannot update a link

There are several reasons why Word might be unable to update a link. Most commonly, it is because the source document for the link has been renamed, moved, or deleted. If the source document has been deleted, you won't be able to update the link again. You can figure out if the source has been renamed or moved by checking the information in the Change Link dialog box.

1. In your document, from the Edit menu choose Links.
2. In the Links box, select the link you want to update and choose Change Link.
3. Edit the file name and path as they appear in the File Name box so that they reflect the current file name and path of the linked information.
4. Choose OK.
5. In the Links dialog box, choose Update Now.
6. If Word asks whether you want to reestablish remote links, choose Yes.

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Contacting Hewlett-Packard

For Information about Using This Product

If you have a general question about this product, or need information about other products, call our automated information service.

HP Customer Support Automated Information Service
(800) 443-1254 (toll free, no operator is available)
24 hours per day, 7 days per week

If you have a technical question not answered by the automated information service, call the phone number below for HP Customer Support. You can also mail or fax your questions (responses returned by mail, phone or fax within two weeks).

HP Mobile Computing Customer Support
1000 N.E. Circle Blvd.
Corvallis, OR 97330, U.S.A.
(503) 757-2004 (toll call)
(503) 750-5488 (toll call, fax)
5:00 am to 5:00 pm Pacific time, Monday–Friday excluding holidays

If you are outside the United States, contact your Hewlett-Packard dealer or sales office for technical information.

For Hardware Service

Before you send your unit for service, you must call HP Customer Support at the number listed below. See chapter 14 in the OmniBook *Operating Guide* for diagnostic instructions and other service information. The U.S. service center address is

Hewlett-Packard Corvallis Service Center
1030 N.E. Circle Blvd.
Corvallis, OR 97330, U.S.A.
(503) 757-2004 (HP Customer Support)

If you are outside the United States, contact your Hewlett-Packard dealer for troubleshooting assistance—see chapter 14 in the OmniBook *Operating Guide*.

Support programs and availability subject to change without notice.

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1: Putting Word to Work
2: Editing Basics
3: Formatting Basics
4: Printing and Viewing Files
5: Designing Your Layout
6: Building Tables
7: Outlining
8: Making the Most of Word
9: Adding the Finishing Touches
10: Sharing Data with Other Applications
11: Word For Windows Reference
12: If Things Go Wrong

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